

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Effective Date Notice

We are writing to inform you of an important update regarding your employment status with [Company Name].

Effective [Effective Date], [explain the change, e.g., your role, salary, benefits, etc.].

Please feel free to reach out to [HR Contact/Manager's Name] at [Contact Information] if you have any questions or need further clarification regarding this change.

Thank you for your continued hard work and dedication to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]