

[Your Governmental Unit Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Notification

We are writing to inform you about [briefly state the purpose, e.g., upcoming policy changes, schedule adjustments, etc.]. This notification is in accordance with [relevant policy or regulation, if applicable].

[Provide additional details regarding the notification, including dates, expectations, or necessary actions from the employee.]

Please feel free to reach out to [Contact person's name, title, and contact information] if you have any questions or require further clarification regarding this matter.

Thank you for your attention to this notification.

Sincerely,

[Your Name]

[Your Title]

[Your Governmental Unit]

[Contact Information]