

[Your Company's Letterhead]  
[Date]  
[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]  
Dear [Employee's Name],  
Subject: [Subject of the Letter]  
Dear [Employee's Name],  
[Introduction: Purpose of the letter]  
[Body: Details regarding the issue or matter]  
[Conclusion: Next steps or expectations]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Contact Information]