

****HR Department Letter Writing Guidelines****

****[Your Company Letterhead]****

[Date]

[Recipient Name]

[Recipient Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

****Subject: [Subject of the Letter]****

Dear [Recipient Name],

[Opening paragraph: State the purpose of the letter clearly and concisely. Provide any necessary context.]

[Body paragraphs: Elaborate on the main points, providing details and examples as necessary. Use bullet points for clarity if listing information.]

[Closing paragraph: Summarize the key points and state any required actions or responses. Offer your assistance for any further questions.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Company Name]