

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: [Subject of the Letter]

We are writing to inform you about [brief explanation of the reason for the letter].

[Detailed information about the matter, any necessary instructions, or next steps].

Please feel free to reach out to us if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

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[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: [Subject of the Letter]

This letter serves to officially notify you about [reason for the notification, e.g., performance review outcomes, policy updates, etc.].

[Include specific details, important dates, and any action required from the employee].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

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[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: [Subject of the Letter]

We are pleased to inform you that [positive news, such as promotion, salary raise, etc.].

[Details about the changes, what it entails for the employee, and any next steps].

Congratulations on your achievements!

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]