

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: [Purpose of the Letter]

We hope this message finds you well.

[Body of the letter - Clearly state the purpose: recognition, policy change, disciplinary action, etc. Include relevant details and any necessary steps the employee needs to take.]

Thank you for your attention to this matter. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]