

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: [Subject of Communication]

We are writing to inform you about [brief summary of the purpose of the letter].

[Details regarding the subject matter, including any necessary information, guidelines, or actions required.]

We appreciate your attention to this matter and encourage you to reach out if you have any questions or concerns.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Contact Information]