

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: HR Notification

We are writing to inform you about [briefly state the purpose of the notification, e.g., changes in policy, upcoming training, performance review, etc.].

[Provide additional details regarding the notification, including any relevant dates, actions required from the employee, or potential impacts.]

Please feel free to reach out if you have any questions or need further clarification about this matter.

Thank you for your attention to this notification.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]

****Tips:****

1. Be clear and concise.
2. Use a professional tone.
3. Include all necessary details.
4. Proofread for errors before sending.
5. Ensure timely delivery of the notification.