

[Your Name]
[Your Position]
IKEA [Store/Location]
[Store Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Position]
[Employee's Department]

Dear [Employee's Name],

I hope this message finds you well.

I wanted to take a moment to communicate [specific information or update, e.g., "the upcoming changes in our store hours" or "the new employee recognition program"]. This change will take effect on [date] and is aimed at [briefly explain the reason or benefit].

We value your hard work and dedication to the team, and I encourage you to share your thoughts or ask questions regarding this update. Your feedback is important to us.

Thank you for being an essential part of our IKEA family.

Best regards,

[Your Name]

[Your Position]