

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Employee Notification

We are writing to inform you of an important update regarding your position at KFC.

[Insert specific details about the notification, such as changes in schedule, position, company policies, or any other relevant information.]

We appreciate your hard work and dedication to our team and want to ensure you stay informed about your employment status. If you have any questions or need further clarification, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

KFC [Location]

[Contact Information]