

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: [Notification Subject]

We are writing to inform you about [briefly state the purpose of the notification, e.g., a policy change, performance review, etc.].

[Provide details regarding the notification. Include important dates, expectations, or any actions required by the employee.]

If you have any questions or require further clarification, please do not hesitate to contact [Name/Title] at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company's Contact Information]