

[Company Logo]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Website URL]
[Date]
[Employee Name]
[Employee Address]
[City, State, Zip Code]
Dear [Employee Name],
[Body of the letter]
Sincerely,
[Your Name]
[Your Job Title]
[Company Name]