

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Job Title]  
[Company Name]

Dear [Employee's Name],

[Opening Paragraph: State the purpose of the letter. Clearly outline the reason for writing in a concise manner.]

[Body Paragraph(s): Provide details relevant to the purpose of the letter. Include any necessary information, specific examples, or context that the employee needs to understand.]

[Closing Paragraph: Summarize the key points and state any required actions or next steps. Express appreciation or encouragement as appropriate.]

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title]