

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Notification of [Reason for Notification]

We would like to inform you about [specific reason for notification, e.g., changes in company policy, upcoming performance evaluation, etc.]. This decision is in alignment with our commitment to [briefly explain the relevance, e.g., improve workplace efficiency, enhance employee satisfaction, etc.].

[Provide any necessary details or instructions related to the notification].

Please feel free to reach out to [HR/Manager's Name] at [contact information] if you have any questions or require further clarification regarding this matter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]

[Optional: Company Logo]