

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification Letter

Dear [Recipient Name],

We hope this letter finds you in good health. We are writing to inform you regarding [briefly state the purpose of the notification, e.g., "the upcoming changes in your employment status," "the new policy implementation," "the scheduled maintenance," etc.].

Details of the Notification:

1. ****Effective Date:**** [Insert effective date]
2. ****Description:**** [Provide a brief description of the changes or information]
3. ****Action Required:**** [If applicable, specify any actions the recipient needs to take]

If you have any questions or require further information, please do not hesitate to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]