

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Notification of Employment Status

We would like to inform you about [briefly state the purpose, e.g., a change in employment status, upcoming performance review, etc.].

[Provide details regarding the notification, such as effective dates, reasons, and any actions required from the employee.]

We appreciate your contributions to [Company Name] and look forward to your continued success. If you have any questions or concerns, please do not hesitate to reach out to [HR contact or supervisor's name] at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]

[Company Website]

[Optional: Enclosures or CC if necessary]