

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: [Notice Subject]

I hope this message finds you well.

This letter serves to formally notify you regarding [briefly explain the purpose of the notice, e.g., a policy change, performance review, disciplinary action, etc.].

[Provide details about the notice, including any relevant dates, expectations, or actions required from the employee.]

We appreciate your attention to this matter. Should you have any questions or require further clarification, please do not hesitate to reach out to [contact person or HR representative] at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]