

[Your Company Letterhead]

[Date]

Zhang [Last Name]

[Zhang's Address]

[City, State, Zip Code]

Dear Zhang,

Subject: Notification Letter

We are writing to inform you about [specific purpose of the notification, e.g., "the upcoming changes to your role," "important updates regarding your project," etc.].

[Details of the notification, including any relevant dates, actions required, or important information.]

Please feel free to reach out if you have any questions or need further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Your Company Name]