

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: [Notification Subject]

We would like to inform you that [briefly state the purpose of the notification].

[Provide additional details, including any pertinent information or instructions related to the notification.]

If you have any questions or require further clarification, please do not hesitate to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]