

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Account Opening

We are pleased to inform you that your employee account with [Company Name] has been successfully opened. Below are the details pertaining to your account:

- ****Account Holder Name****: [Employee's Name]

- ****Employee ID****: [Employee ID]

- ****Account Number****: [Account Number]

- ****Department****: [Department Name]

- ****Contact Number****: [Contact Number]

Please ensure that you keep this information confidential. You are now eligible to access various employee benefits and resources associated with your account.

Should you have any questions or require assistance, feel free to contact the HR department at [HR Contact Information].

Congratulations and welcome aboard!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]