

Simple HR Letter Form

Employee Information

- Employee Name: _____
- Employee ID: _____
- Department: _____
- Position: _____
- Date of Employment: _____
- Supervisor: _____

Letter Information

- Date of Letter: _____
- Type of Letter: (Please check the appropriate box)
 - Offer of Employment
 - Employment Verification
 - Promotion
 - Resignation Acknowledgement
 - Termination
 - Warning
 - Other: _____

Reason for the Letter

Please provide a brief description of the reason for this letter, including any relevant dates, specific achievements, or incidents as applicable.

Additional Information

Include any additional information that needs to be communicated through this letter, such as terms of employment, conditions, deadlines, or follow-up actions required.

Closure

- **Signature of HR Representative:** _____
- **Name (Print):** _____
- **Date:** _____

Distribution

- **Employee Copy**
- **HR File**
- **Department File**
- **Other:** _____

Instructions for HR Personnel:

- Complete all sections of the form accurately.
- Ensure to review the letter for compliance with company policies and legal requirements before distribution.
- File a copy in the employee's HR file and any other relevant department files as indicated.