

**INSERT ON (EMPLOYER NAME) LETTERHEAD**

Insert Date

(Employee Full Name)

(Employee Address)

Dear (Employee First Name)

Your employment with (Employer Name) was subject to a [REDACTED]  
[REDACTED] (Insert Date).

We are pleased [REDACTED]  
[REDACTED] (Employer Name).

Your employment record [REDACTED]  
[REDACTED]

Thank you for the effort you have [REDACTED] to date. We hope to have a  
continuing s [REDACTED].

Yours faithfully

(Employer Name)

(Signatory)

(Position)