

Critical Employee Communication Letter

Date: <DATE>

To,
<NAME>,
<COMPANY NAME>,
<ADD1>,
<ADD2>,
<CITY> - <PINCODE>
<STATE>.

Dear <NAME>,

Every company requires a strong base and the employees are the foundation of it. However, certain key components are directly related to the output. At <COMPANY NAME>, we pay immense heed to the critical pool of talent, and you certainly are made for greater things.

With our Vision and Missions aligned, we deeply appreciate your continuous efforts to help us in achieving our objectives and goals as an organization.

Having said that, the Company hopes that you will keep striving to provide invaluable contributions to help us achieve the pinnacle of success. Looking at your efforts and talent, the company would like you to undertake certain responsibilities apart from your job description to have you more involved in the company's core business. We'll be setting up a face-to-face meeting to gauge these further and get your views on the same.

Thanks in advance!

Yours Sincerely,

<NAME>
<DESIGNATION>