

Entitlement related to employee rights or benefits

Subject: Notification of Employment Entitlement

Dear [Employee Name],

We are pleased to notify you that you are entitled to [leave, bonus, or other employment benefit] as per [company policy or labor law]. This entitlement is effective immediately and will be reflected in your records accordingly.

For any questions or further clarification, please contact the HR department.

Sincerely,

[Your Name]

[HR Manager]

[Company Name]

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