**Template 1: Welcome Email**

**Subject:** Welcome to [Company] – [Name]  
Hi **[Name]**,  
Welcome to **[Company]**! We're excited to have you as our new **[Job Title]**.  
📍 **Office Address:** [Address]  
📞 **Contact:** [Phone]  
If you have any questions, feel free to reach out.  
Best regards,  
**[Company HR Team]**

**Template 2: Employment Verification**

**Subject:** Employment Verification for [Name]  
Hi,  
This is to verify that **[Name]** is employed as a **[Job Title]** at **[Company]**.  
💼 **Salary:** [Salary]  
📅 **Date of Birth:** [Date of Birth]  
Contact us for more information.  
**[Company HR Team]**

**Template 3: Salary Update Notification**

**Subject:** Salary Update for [Name] – [Company]  
Hi **[Name]**,  
We’re pleased to inform you that your salary has been updated to **[Salary]**.  
For any queries, please contact the HR department.  
Best regards,  
**[Company HR Team]**

**Template 4: Job Offer Letter**

**Subject:** Job Offer for [Job Title] at [Company]  
Hi **[Name]**,  
We are delighted to offer you the position of **[Job Title]** at **[Company]**.  
📍 **Location:** [Address]  
💼 **Salary:** [Salary]  
Please respond by [Date] to confirm your acceptance.  
Sincerely,  
**[Company HR Team]**

**Template 5: Contact Information Update Request**

**Subject:** Update Your Contact Information – [Company]  
Hi **[Name]**,  
Please update your contact information with us.  
Current contact: **[Email]**, **[Phone]**  
Let us know if there are any changes.  
**[Company HR Team]**

**Template 6: Employment Status Change Notification**

**Subject:** Employment Status Update – [Name]  
Hi **[Name]**,  
Your employment status with **[Company]** is now **[Employed]**.  
For further details, contact the HR department.  
Thank you,  
**[Company HR Team]**

**Template 7: Address Verification**

**Subject:** Verify Your Address – [Name]  
Hi **[Name]**,  
Please verify your current address:  
📍 **[Address]**  
If any changes are needed, contact us.  
**[Company HR Team]**

**Template 8: Marital Status Update**

**Subject:** Update Your Marital Status – [Company]  
Hi **[Name]**,  
Your marital status is recorded as **[Married]**.  
Let us know if any updates are needed.  
Thank you,  
**[Company HR Team]**

**Template 9: Birthday Wishes**

**Subject:** Happy Birthday, [Name]!  
Hi **[Name]**,  
Wishing you a wonderful birthday from all of us at **[Company]**!  
Enjoy your special day!  
Best wishes,  
**[Company Team]**

**Template 10: Job Promotion Announcement**

**Subject:** Congratulations on Your Promotion – [Name]!  
Hi **[Name]**,  
We’re thrilled to announce your promotion to **[Job Title]** at **[Company]**.  
📍 **Office Address:** [Address]  
💼 **Salary:** [Salary]  
Congratulations and best wishes!  
**[Company HR Team]**