

LOGO HERE

[Flagtick Group]
[123 Main Street, Springfield, IL 62704]
[(555) 123-4567]
[admin@flagtick.com]
[www.flagtick.com]

Dear _____,

We are pleased to inform you of the following details regarding your employment:

Employee Name:

Employee Salary: _____ per year

Employee Age: _____ years old

To update any of the information in this letter, simply click and start typing!

Want to customize your color palette? Just go to the Design ribbon and select Colors from the list. If you choose a color palette that you like, the colors of the header images will update, as will the text colors. Make the document yours!

Want to change the fonts that are used? That is just as easy to update. Just go to the Design ribbon and choose Fonts from the menu options. You can use a built-in font combination or choose one of your own.

Warm regards,

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