

Employee ID: ${employee\_id}

${full\_name}

${title}

${address1}

${address2}

${state}

${code}

${date}

Dear ${salutation} ${full\_name}

XXXXXX

XXXXXX

XXXXXX

XXXXXX

XXXXXX

Sincerely

${company\_name}

Sign by ${officer\_name}

${officer\_title}