[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Subject: Query for cash misuse

To

[The Recipient]

Dear Harry,

It is hereby intimated to you with great excitement that Skyrocket Solutions has decided to bring you onboard given your excellent performance in the interview and your persuasive resume. You are just a couple of formalities away from the commencement. As per the company policies, you are required to submit a copy of your COVID-19 test within 3-working days.

Enclosed in this letter are all relevant details pertaining to your employment including your salary, nature of the position you successfully secured with the expectations, and all the terms and conditions of this job.

We advise you to go through the benefits and compensation page as well before you plunge in and sign on it. Please understand that the company has a right to exercise the disciplinary methods in an unfortunate case of failure to comply with the requirements.

We look forward to a healthy work relationship.

Sincerely,

CEO  
[XYZ]