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

Subject: Query for cash misuse

To

[The Recipient]

Dear Harry,

It has been intimated to you that ABC Solutions have decided to introduce its upgraded paternity benefits policies to all its employees. We are dedicated to enhancing the quality of life of our staff and believe in providing maximum benefits for a mutually healthy relationship.

Firstly, we would like to propose what constitutes an individual as a parent.

* Biological father
* Stepfather; husband of the mother
* An individual who’s adopted a child

The paternity leave period will comprise of 2-weeks in ordinary circumstances, but it is subject to amendments if an employee has special requirements.

Your leaves will be totally paid at the rate (per hour) you were hired at. Moreover, any standard upgrade (i.e. the annual increment) will be applied to all the employees without any exemption. In case, you have an important project held up, you will continue to execute it after your leaves are completed.

These policies will be implemented from the first working Monday. Should you have any queries, please feel free to contact Mr. Kimmel in the HR department during work hours.

Sincerely,

CEO