[Company Name]

To

[Recipient Name]

Re. Revising and Laying Down Your Employee Benefits on Resignation

Dear John,

With reference to the above-mentioned subject, I hereby intend to lay down all the revised benefits that the company can provide and implement at your request. According to the policies of the company, we are liable to provide only mandated benefits set down by the federal and state government according to the law.

In response to your request to revise benefits for you with reference to the long working experience with our company and giving us a foundational remark. To tribute your work and appreciate your ten years’ services rendered in the company, we have decided to revise the benefits for you.

The company has decided the endorsement of the following benefits to you for the next one-hundred days.

For the next one-hundred days, you can enjoy free health or medical insurance, use the company’s discount card, and use the company’s account to get a loan from our financial aid program (with certain conditions). You can use the company’s transportation card in Jimki, Leslie, and LetsGo too. The company will give you a pension of $1000 for the next one-hundred days in two episodes each with $500.

These benefits have been revised by the Director, Assistant Director, The General Manager and Finance Manager of the company. Please, do not be reticent to fulfill any of your queries and write to us at [email] or call us at +[X]. I close my letter with good wishes for your career and a bright future. Thank you.

Regards

Bell Astronom  
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