To: [Employee Name]

From: [Manager/HR Name]

Date: [Current Date]

Subject: Action Required: Response Needed by [Deadline Date]

Dear [Employee Name],

This letter is regarding [briefly state the topic, e.g., your benefits enrollment, the updated policy acknowledgment, or the pending project proposal].

To ensure we can proceed with [process/project name], we require your formal response or completion of the following actions:

- [Action Item 1]
- [Action Item 2]

Please submit your response no later than **[Time] on [Date]**. You may provide your response via [email/online portal/signed document].

It is important to meet this deadline because [briefly state consequence, e.g., failure to respond may result in a lapse of coverage or a delay in the project timeline].

If you have any questions or require clarification before submitting your response, please contact me immediately.

Best regards,

[Your Name]
[Your Title]