

Date: [Insert Date]

To: All Staff Members

From: [Insert Name/Department]

Subject: Notice of Update to Company Policy: [Insert Policy Name]

Dear Team,

This letter is to inform you of a formal change to our internal policy regarding [Insert Policy Name]. This update is effective as of [Insert Effective Date].

Summary of Changes:

- [Insert specific change 1]
- [Insert specific change 2]
- [Insert specific change 3]

Reason for Change:

[Briefly explain why the policy is being updated, e.g., to improve workflow, ensure compliance, or reflect new industry standards].

Action Required:

Please review the full version of the updated policy, which can be found at [Insert Link to Handbook/Intranet]. All employees are expected to comply with these new guidelines starting from the effective date mentioned above.

If you have any questions or require clarification regarding these changes, please contact [Insert Name/Department] at [Insert Email/Phone Number].

Thank you for your cooperation and continued commitment to our team.

Best regards,

[Your Signature]

[Your Printed Name]

[Your Job Title]