

[Date]

[Branch Manager Name]

Branch Manager

[Branch Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Notification of New Policy/Process Implementation

Dear [Branch Manager Name],

This letter serves as formal notification regarding the implementation of [Name of Policy/System/Project], effective as of [Implementation Date].

The objective of this rollout is to [briefly state goal, e.g., improve operational efficiency]. As Branch Manager, you are responsible for overseeing the transition within your location and ensuring that all staff members are compliant with the new standards.

Key Action Items:

- Review the attached implementation guidelines and documentation.
- Schedule a briefing session with your team by [Date].
- Ensure all necessary training modules are completed by [Date].
- Monitor local performance and report any technical issues to [Department Name].

We appreciate your leadership in making this transition successful. Please contact [Contact Name] at [Phone/Email] if you require additional resources or clarification regarding these changes.

Sincerely,

[Your Name]

[Your Title]

[Organization/Corporate Name]