

Company Policy Adjustment Notification

Dear [Employee's Name],

We are writing to inform you of an important adjustment to our company policies that will take effect on [Effective Date]. This change is aimed at [Brief explanation of the reason for the change].

Details of the Policy Adjustment:

- **Policy Name:** [Name of the Policy]
- **Description:** [Brief description of the policy adjustment]
- **Implementation Date:** [Date]
- **Impact:** [How this will affect employees]

Please review the adjusted policy in detail. It can be accessed via [link or location of policy document]. If you have any questions or concerns, do not hesitate to reach out to [Contact Person or HR Department].

Thank you for your attention to this important matter and your continued compliance with our company policies.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]