

Notification of Policy Modification

Date: [Insert Date]

To: [Employee/Team Name]

Dear [Employee/Team Name],

We would like to inform you that there has been a modification to the organizational policy regarding [specific policy area, e.g., remote work, leave policies, etc.]. This change will take effect on [effective date].

Key modifications include:

- [Modification 1]
- [Modification 2]
- [Modification 3]

Please review the full details of the updated policy in the attached document or on our internal portal at [link to policy].

If you have any questions or require further clarification, please do not hesitate to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]