

Revised Company Policy Announcement

Dear Team,

We are writing to inform you of a revised policy that will take effect on **[Effective Date]**. This update is part of our ongoing effort to enhance our workplace environment and ensure compliance with current regulations.

The key changes to the policy are as follows:

- **[Policy Change 1]:** [Brief Description]
- **[Policy Change 2]:** [Brief Description]
- **[Policy Change 3]:** [Brief Description]

Please review the revised policy document attached for comprehensive details. We encourage you to reach out to your manager or Human Resources with any questions you may have.

Thank you for your attention to this matter and your continued commitment to our company.

Sincerely,

[Your Name]
[Your Position]
[Company Name]