

# Update to Employee Handbook Protocols

Date: [Insert Date]

To: All Employees

From: [Your Name]

Position: [Your Position]

Subject: Additions to Employee Handbook Protocols

Dear Team,

We are committed to ensuring that our employee handbook remains a comprehensive resource for our policies and protocols. To that end, we are implementing the following additions:

## 1. Remote Work Policy

All employees are eligible to request remote work arrangements subject to management approval based on job responsibilities and performance.

## 2. Mental Health Days

Employees are encouraged to take up to two additional paid mental health days per year as part of our commitment to employee wellbeing.

## 3. Diversity and Inclusion Training

All employees are required to complete an annual diversity and inclusion training session to foster a more inclusive workplace.

Please review the full details of these additions in the updated employee handbook attached to this email. We value your contributions and feedback as we enhance our workplace policies.

Thank you for your attention to these important updates.

Best regards,

[Your Name]

[Your Position]