

Employee Handbook Amendment Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Company Name]

Subject: Amendment to Employee Handbook

Dear [Employee Name],

We are writing to inform you of an amendment to the Employee Handbook that will take effect on [Effective Date]. The following sections have been updated:

- **[Section Title]:** [Brief description of amendment]
- **[Section Title]:** [Brief description of amendment]

Please take the time to review the updated handbook in its entirety, which can be accessed [link to handbook or where it can be found]. Your acknowledgment of this amendment is appreciated.

If you have any questions regarding these changes, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]