

Notice of Policy Change

Date: [Insert Date]

To: [Employee/Staff Name]

From: [Your Name/Department]

Subject: Changes to [Policy Name]

Dear [Employee/Staff Name],

We are writing to inform you of an important change to our [Policy Name] policy, effective [Effective Date]. This change has been made in order to [briefly explain the reason for the change, e.g., improve efficiency, comply with new regulations, etc.].

The key changes to the policy are as follows:

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

We believe that these changes will [benefits of the changes]. It is important for you to familiarize yourself with the revised policy. You can view the full policy document [insert link or location].

If you have any questions or concerns regarding this policy change, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]