

Workplace Policy Notice

Date: [Insert Date]

To: All Employees

From: [Your Name] / [Your Title]

Subject: New Workplace Policy Implementation

Dear Team,

We would like to inform you about the implementation of a new workplace policy aimed at [briefly describe purpose of the policy, e.g., enhancing workplace safety, promoting inclusivity, etc.]. This policy will take effect on [insert effective date].

Key points of the policy include:

- [Policy Point 1]
- [Policy Point 2]
- [Policy Point 3]

We encourage all employees to carefully review the attached document that provides detailed information regarding this policy. Should you have any questions or need further clarification, please feel free to reach out to [insert contact information].

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]