

Announcement: Revised Company Policy

Date: [Insert Date]

Dear [Employee Name/Team],

We hope this message finds you well. We are writing to inform you of a revised company policy that will take effect on [Effective Date]. After careful consideration and feedback from our employees, we have made some important updates to our [specify policy, e.g., Remote Work Policy, Leave Policy, etc.].

The key changes include:

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

We believe these changes will enhance our work environment and better support your needs as employees. We encourage you to review the full policy document, which can be accessed [provide location, e.g., on the company intranet or attached to this email].

If you have any questions or need further clarification, please do not hesitate to reach out to your manager or the HR department.

Thank you for your attention to this matter and for your continued commitment to [Company Name].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]