

Letter of Instruction Regarding Changes to Workplace Rules

Date: [Insert Date]

To: [Employee/Team Name]

From: [Your Name/Position]

Subject: Changes to Workplace Rules

Dear [Employee/Team Name],

We want to inform you of some recent updates to our workplace rules that will take effect on [Effective Date]. These changes are designed to enhance our working environment and ensure compliance with company policies.

Updated Rules:

- Rule 1: [Brief description of the rule]
- Rule 2: [Brief description of the rule]
- Rule 3: [Brief description of the rule]

We expect all employees to familiarize themselves with these changes and integrate them into their daily routines. Training sessions will be scheduled on [Date/Time] to address any questions or concerns you may have.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]