

# HR Policy Revision Announcement

Dear Team,

We hope this message finds you well. We would like to inform you that there have been revisions to our HR policies effective [effective date]. These updates are aimed at enhancing our workplace environment and ensuring compliance with current regulations.

Key changes include:

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

We encourage all employees to review the revised policies, which can be found on our [intranet/HR portal/link]. If you have any questions or require further clarification, please do not hesitate to reach out to the HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]