

Association Policy Rollout Instructions

Date: [Insert Date]

Dear [Association Members/Staff],

We are excited to announce the rollout of our new policy, [Policy Name], which is part of our ongoing commitment to improve our association's operations and governance.

Policy Overview

The [Policy Name] aims to [briefly describe the purpose of the policy]. This policy will be effective starting [Effective Date].

Implementation Steps

1. Review the [Policy Name] document attached to this letter.
2. Attend the mandatory training session scheduled for [Date and Time].
3. Complete the acknowledgment form and submit it by [Deadline Date].
4. For any questions, reach out to [Contact Person/Department].

Important Dates

- Policy Effective Date: [Effective Date]
- Training Session: [Date and Time]
- Acknowledgment Form Deadline: [Deadline Date]

Thank you for your attention to this important matter and for your continued support as we implement this policy.

Sincerely,

[Your Name]
[Your Position]
[Association Name]