

HR Policy Revision Announcement

Date: [Insert Date]

Dear [Employee Name/Team],

We are writing to inform you about important updates to our HR policies that will take effect on [Effective Date]. After thorough review and consideration, we have made revisions to ensure our policies align with best practices and support our organizational goals.

The updated policies can be reviewed in detail in the HR Policy Manual available on the [Company Intranet/Shared Drive]. Key changes include:

- [Briefly describe key change 1]
- [Briefly describe key change 2]
- [Briefly describe key change 3]

We encourage you to read through the revised policies and reach out to your supervisor or the HR department if you have any questions or need further clarification.

Thank you for your attention to these important updates.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]