

# Notice of Amendment to Workplace Policy

Date: [Insert Date]

To: All Employees

From: [Your Name/Department]

Subject: Amendment to [Specify Policy Name]

Dear Team,

This notice is to inform you of an amendment to our existing workplace policy, titled [Specify Policy Name]. The amendment is effective as of [Effective Date].

The key changes to the policy are as follows:

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

We believe these changes will enhance our workplace environment and clarify our expectations. Please review the updated policy document attached to this notice for further details.

If you have any questions or concerns regarding this amendment, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]