

# Notification of Policy Changes

Dear Employees,

We would like to inform you about some important changes to our company policies effective immediately. These changes aim to enhance our bilingual communication efforts within our diverse workplace.

## **Policy Changes:**

- All internal communications will now be provided in both English and Spanish.
- Training materials will be available in bilingual formats to ensure understanding.
- Employee support services will have bilingual staff available for assistance.

If you have any questions or require further clarification, please feel free to reach out to your supervisor or the HR department.

Thank you for your attention and cooperation.

Sincerely,

The Management Team