

Notification of Changes to Workplace Procedure

Date: [Insert Date]

To: [Employee/Team Name]

From: [Your Name/Your Position]

Subject: Changes to Workplace Procedure

Dear [Employee/Team Name],

I hope this message finds you well. We are writing to inform you of some important changes to our workplace procedures that will be effective starting [Effective Date]. These changes have been made to enhance efficiency and ensure a safer working environment.

Summary of Changes:

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

We believe these changes will improve our operations and your daily work experience. Please take the time to review the detailed procedure document attached to this email.

If you have any questions or concerns regarding these changes, feel free to reach out to me directly.

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]