

Dear [Team/Employee Name],

We are excited to announce an update to our Diversity and Inclusion Policy, effective [Effective Date]. This update reflects our ongoing commitment to fostering an inclusive workplace where every individual feels valued and empowered.

Key Updates:

- Expanded definitions of diversity to include [specific groups or aspects].
- Introduction of new training programs focused on unconscious bias and inclusivity.
- Implementation of regular assessments to measure progress and ensure accountability.

We believe that these changes will help strengthen our culture and support our mission of providing an equitable environment for everyone. Your voice is essential in this process, and we encourage you to share any feedback or suggestions.

Thank you for your ongoing commitment to making [Company Name] a diverse and inclusive workplace.

Sincerely,

[Your Name]

[Your Title]

[Company Name]