

# Internal Policy Adjustment Notification

Date: [Insert Date]

To: [Employee/Department Name]

From: [Your Name/Your Position]

Subject: Notification of Internal Policy Adjustment

Dear [Recipient's Name],

We are writing to inform you about a recent adjustment to our internal policies that will take effect starting [Effective Date]. This change is part of our ongoing efforts to enhance our workplace environment and improve operational efficiency.

Here are the key adjustments:

- [Policy Area 1]: [Brief Description of Change]
- [Policy Area 2]: [Brief Description of Change]
- [Policy Area 3]: [Brief Description of Change]

Please take a moment to review the detailed policy adjustments in the attached document. We encourage you to reach out with any questions or concerns you might have regarding these changes.

Thank you for your attention to this matter and for your continued commitment to our organization.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]