

HR Policy Update Notification

Dear Team,

We hope this message finds you well. We are writing to inform you about an important update to our HR policies that will take effect on **[Effective Date]**.

The following changes have been made:

- **[Policy Name or Description]**: [Brief Description of Changes]
- **[Policy Name or Description]**: [Brief Description of Changes]
- **[Policy Name or Description]**: [Brief Description of Changes]

These updates are designed to [explain the reasoning/benefits behind the changes briefly].

Please review the updated policies available on the intranet [or specify location] and feel free to reach out to the HR department at [HR Contact Email] if you have any questions or require further clarification.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Title]
[Company Name]