

Policy Approval Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Approval of [Policy Name]

Dear [Recipient Name],

We are pleased to inform you that the [Policy Name] has been officially approved as of [Approval Date]. This policy is designed to [briefly describe the purpose of the policy].

Please find attached a copy of the approved policy document for your reference. It will be effective from [Effective Date]. We encourage you to review the policy and share it with your team to ensure compliance and understanding.

If you have any questions or need further clarification regarding the policy, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]

[Contact Information]