

# Announcement: Adjustments to Company Policies

Dear Team,

We are writing to inform you of some important adjustments to our company policies that will take effect starting [Effective Date]. These changes aim to enhance our work environment and ensure compliance with current regulations.

## Key Changes:

- **Remote Work Policy:** Modifications to eligibility and guidelines.
- **Leave Policy:** Updates on PTO accrual and request procedures.
- **Code of Conduct:** Clarifications on workplace behavior expectations.

Please review the detailed documents attached to this announcement for more information. We encourage all employees to reach out to their managers with any questions or concerns.

Thank you for your attention and cooperation as we implement these changes.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]