

Notification of New Company Policy Implementation

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about the implementation of a new company policy that will take effect on [Effective Date]. This policy aims to [briefly explain the purpose of the policy].

The key highlights of the new policy include:

- [Key point 1]
- [Key point 2]
- [Key point 3]

We believe this new policy will create a more efficient and positive work environment. We encourage you to review the full policy document, which can be found [insert location or attach document].

If you have any questions or need further clarification, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your attention and cooperation.

Sincerely,

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