

Subject: Important Policy Change Notification

Dear Team,

We hope this message finds you well. We are writing to inform you of an important change to our company policies that will take effect on [Effective Date]. This change is aimed at improving our operations and supporting our commitment to excellence.

Policy Change Summary:

- **Old Policy:** [Brief description of the old policy]
- **New Policy:** [Brief description of the new policy]

We believe that these changes will benefit our organization and recognize the need for adaptability in our work environment.

For more detailed information, please refer to the updated policy document attached to this email or visit our internal website. We encourage you to reach out to your managers or the HR team if you have any questions or need further clarification.

Thank you for your attention to this important matter and for your continued commitment to our team's success.

Best Regards,

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