

Staff Notification

Date: [Insert Date]

To: All Staff

From: [Your Name/Department]

Subject: Notification of Policy Changes

Dear Team,

We are writing to inform you of recent changes to our company policies that will take effect starting [Effective Date]. These changes are intended to [brief reason for policy change].

Summary of Changes:

- [Policy Change 1: Brief description]
- [Policy Change 2: Brief description]
- [Policy Change 3: Brief description]

We believe these changes will help improve our work environment and align with our organizational goals. Please review the complete policy document attached to ensure you are fully informed.

If you have any questions or concerns about the changes, please feel free to reach out to [Contact Person/Department].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]