

Notice of Policy Change

Date: [Insert Date]

Dear [Employee/Stakeholder],

We are writing to inform you of an important change to our policies that will take effect on [effective date]. The following updates have been made:

- Policy [Name]: [Brief description of the change]
- Policy [Name]: [Brief description of the change]
- Policy [Name]: [Brief description of the change]

We encourage you to review the updated policy in detail, which can be found at [link to the policy document]. If you have any questions or concerns regarding this change, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]