

Important Notice: Upcoming Policy Changes

Dear [Employee Name],

We are writing to inform you about some important changes to the company policies that will take effect on [Effective Date]. We understand that changes in policies may raise questions, and we are committed to providing you with all the necessary information.

Summary of Changes:

- **[Policy Title 1]**: Brief description of the change.
- **[Policy Title 2]**: Brief description of the change.
- **[Policy Title 3]**: Brief description of the change.

We encourage you to review the full policy documents, which will be available on the company intranet or can be obtained from your manager.

If you have any questions or concerns regarding these changes, please feel free to reach out to [Contact Person/Department]. We appreciate your cooperation and understanding as we implement these updates.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]