

Updated Company Guidelines Notification

Dear Team,

We are writing to inform you that the company guidelines have been updated to reflect our commitment to a positive and productive work environment.

Please take a moment to review the updated guidelines, which can be found on the company intranet. The changes are effective immediately.

We appreciate your cooperation and support in adhering to these guidelines as we strive to maintain a successful workplace.

If you have any questions or concerns, please do not hesitate to reach out to your manager or the HR department.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]