

# Subject: Introduction of New Company Policy

Dear Team,

We hope this message finds you well. We are writing to inform you about a new policy that will be implemented starting [Effective Date]. This policy aims to [briefly describe the purpose of the policy].

The key points of the new policy are as follows:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

We believe that this policy will help us [explain the expected outcome]. Please take the time to review the attached document that outlines the complete details of the policy.

If you have any questions or concerns, do not hesitate to reach out to [Contact Person/Department]. We appreciate your cooperation and support in implementing this new policy.

Thank you for your attention.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]