

# Policy Change Notification

Dear Team,

We hope this message finds you well. We are writing to inform you of a recent change in our company policy that will be effective starting **[Effective Date]**.

The following changes have been made:

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

We believe that these changes will **[purpose or benefit of the policy change]**. Your understanding and cooperation in adapting to these changes are greatly appreciated.

If you have any questions or concerns regarding this policy change, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your attention to this matter.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[Company Name]**