

Important Notice: Changes to Company Policy

Date: [Insert Date]

To: All Employees

Dear Team,

We are writing to inform you about important changes to our company policy that will take effect on [Insert Effective Date]. These changes have been made to enhance our workplace environment and improve overall efficiency.

Key Changes:

- **[Policy Change 1]:** [Description of the change]
- **[Policy Change 2]:** [Description of the change]
- **[Policy Change 3]:** [Description of the change]

We understand that changes can raise questions, and we encourage you to reach out to your manager or the HR department if you have any concerns or require further clarification.

Thank you for your attention to this matter and for your continued commitment to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]