

Internal Policy Amendment Disclosure

Date: [Insert Date]

To: [Employee/Department Name]

From: [Your Name / Your Position]

Subject: Amendment to Internal Policies

Dear [Employee/Department Name],

We are writing to inform you of an important amendment to our internal policies. This change is effective as of [effective date of the amendment] and is aimed at [briefly describe the purpose of the amendment].

The specific amendment to the policy is as follows:

- [Describe the specific changes or amendments to the policy]

Please take the time to review the amended policy document, which can be found [insert link or location of the amended document]. If you have any questions or require further clarification regarding this amendment, please do not hesitate to reach out to [contact person or department].

Thank you for your attention to this matter.

Sincerely,

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