

Notice of Policy Modifications

Dear [Staff Name],

We are writing to inform you of some important modifications to our company policies that will take effect on [Effective Date]. These changes have been made to enhance our work environment and improve our overall efficiency.

Summary of Changes:

- **Policy Name:** [New/Modified Policy 1] - Brief description of the change.
- **Policy Name:** [New/Modified Policy 2] - Brief description of the change.
- **Policy Name:** [New/Modified Policy 3] - Brief description of the change.

We encourage you to review the complete policy document attached to this letter and reach out to your supervisor or the HR department if you have any questions or concerns.

Thank you for your continued commitment and collaboration.

Sincerely,

[Your Name]

[Your Position]

[Company Name]