

Confirmation of Policy Changes

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Confirmation of Policy Changes

Dear [Employee Name],

We would like to inform you that there have been recent changes to the company policies that will take effect on [Effective Date]. The purpose of these changes is to enhance our workplace environment and align with the company's goals.

The key changes include:

- [Policy Change 1]: [Brief Description]
- [Policy Change 2]: [Brief Description]
- [Policy Change 3]: [Brief Description]

We strongly encourage you to familiarize yourself with these changes. For your reference, the updated policy documents have been attached, and you can also find them in the employee portal.

If you have any questions or concerns regarding these changes, 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 Job Title]

[Company Name]

[Contact Information]