

# Company Policy Change Announcement

Date: [Insert Date]

Dear [Employees/Team/Staff],

We are writing to inform you about an important change to our company policies that will take effect on [Insert Effective Date]. After careful consideration and evaluation, the management team has decided to implement the following changes:

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

We believe these changes will [brief explanation of the benefits]. Our goal is to ensure that our workplace remains supportive and in line with our values.

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to your manager or the HR department.

Thank you for your understanding and continued commitment to our company.

Sincerely,

[Your Name]

[Your Title]

[Company Name]