

# Employee Handbook Distribution

Date: [Insert Date]

Dear [Employee Name],

We are pleased to announce the distribution of the revised Employee Handbook. This updated handbook provides essential information regarding our policies, procedures, and expectations. It is crucial for all employees to familiarize themselves with its contents.

Please find the revised Employee Handbook attached with this letter. We encourage you to read through it carefully and reach out to your supervisor or HR if you have any questions or need clarifications.

The revised handbook will take effect on [Effective Date]. Your acknowledgment of receipt is required by [Acknowledgment Deadline]. Please sign and return the attached acknowledgment form to confirm that you have received and understood the handbook.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]