

Notification of Policy Changes

Date: [Insert Date]

To: All Staff and Stakeholders

From: [Your Organization's Name]

Subject: Important Changes to Our Policies

Dear Team,

We are writing to inform you of important changes to our policies that will affect the way we operate as a social service agency. These changes are necessary to enhance our services and ensure we are meeting the needs of our community effectively.

Summary of Policy Changes:

- Policy A: [Brief description of the changes]
- Policy B: [Brief description of the changes]
- Policy C: [Brief description of the changes]

These changes will take effect on [Effective Date]. We encourage all staff and stakeholders to review the attached documents for comprehensive details about these policies.

If you have any questions or require further clarification, please do not hesitate to reach out to your supervisor or the administration office.

Thank you for your continued commitment to our mission and for your understanding during this transition.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]