

Staff Healthcare Policy Changes Notification

Date: [Insert Date]

Dear [Staff Member's Name],

We hope this message finds you well. We are writing to inform you of important changes to our healthcare policy that will take effect on [Effective Date]. These changes are designed to enhance our healthcare offerings and ensure that all staff receive the best possible support regarding their health and wellbeing.

Summary of Changes:

- [Brief description of change 1]
- [Brief description of change 2]
- [Brief description of change 3]

We encourage you to review the full updated healthcare policy, which can be found on the company intranet or by contacting the HR department.

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to [Contact Person's Name] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]