

Dear Team,

We are writing to inform you of an important shift in company policy that will take effect on [Effective Date]. This change is aimed at enhancing our work environment and improving overall efficiency.

Overview of Policy Changes:

- **New Work Hours:** The standard work hours will now be from [New Start Time] to [New End Time].
- **Remote Work Policy:** Employees will be allowed to work remotely up to [Specify Number] days per week.
- **Leave Policy:** The annual leave entitlement will be updated to [Specify Details].

Rationale Behind the Shift:

These changes are being implemented to [Explain Reason - e.g., improve work-life balance, increase productivity, etc.].

Next Steps:

We encourage all staff to attend the upcoming meeting on [Meeting Date] where we will discuss these changes in detail and address any questions or concerns.

Thank you for your understanding and support as we navigate these changes together.

Sincerely,

[Your Name]

[Your Position]

[Company Name]