

# Team Policy Adjustment Briefing

Date: [Insert Date]

To: [Team Name]

From: [Your Name]

Subject: Adjustment to Team Policies

Dear Team,

As part of our ongoing efforts to improve team performance and adapt to our evolving work environment, we will be implementing adjustments to our existing team policies. These changes are designed to enhance collaboration, efficiency, and overall team morale.

## Summary of Changes:

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

These adjustments will take effect on [Effective Date]. We believe that these changes will positively impact our workflow and strengthen our team dynamics.

Please feel free to reach out if you have any questions or need further clarification regarding these policy adjustments.

Thank you for your attention and cooperation.

Sincerely,  
[Your Name]  
[Your Position]