

# Notice of Compliance Policy Change

Date: [Insert Date]

To: [Employee's Name/Department]

From: [Your Name/Title]

Subject: Announcement of Compliance Policy Change

Dear [Employee's Name/Team],

We are writing to inform you of an important change to our compliance policy that will take effect on [Effective Date]. This change has been implemented to ensure that our organization remains aligned with the latest legal and regulatory requirements, as well as to enhance our commitment to compliance and ethical conduct.

The key changes to the compliance policy include:

- Change 1: [Brief Description]
- Change 2: [Brief Description]
- Change 3: [Brief Description]

We encourage all employees to review the updated policy document, which can be found [insert location], to understand the implications of these changes. Training sessions will be held on [insert dates] to provide further guidance and clarification.

Your cooperation in adhering to the revised policy is greatly appreciated. If you have any questions, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]