

Dear Team,

We are writing to inform you of a new policy that will take effect on [Effective Date]. This policy has been introduced to [briefly explain the purpose of the policy].

Details of the New Policy:

- **Policy Title:** [Title of the Policy]
- **Effective Date:** [Effective Date]
- **Key Changes:** [Highlight key changes and expectations]

We believe that this new policy will [explain benefits and positive outcomes]. Your cooperation and adherence to this policy will be essential for its success.

If you have any questions or need further clarification, please do not hesitate to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]