

Policy Transition Guideline

Date: [Insert Date]

From: [Your Organization's Name]

To: [Recipient's Name]

Subject: Transition of [Old Policy Name] to [New Policy Name]

Dear [Recipient's Name],

As part of our commitment to continuously improve our organizational policies, we are implementing a transition from [Old Policy Name] to [New Policy Name], effective [Effective Date]. This letter outlines the guidelines for this transition.

Overview of Changes

- **Change 1:** [Brief description of the first change]
- **Change 2:** [Brief description of the second change]
- **Change 3:** [Brief description of the third change]

Implementation Timeline

1. [Step 1 Description] - [Date]
2. [Step 2 Description] - [Date]
3. [Step 3 Description] - [Date]

Contact Information

If you have any questions or require further clarification on the changes, please do not hesitate to contact [Contact Name] at [Contact Email] or [Contact Phone Number].

We appreciate your cooperation during this transition.

Best regards,

[Your Name]

[Your Position]

[Your Organization]