

Notification of Revised Policy

Dear [Employee/Team/Client's Name],

We hope this message finds you well. We are writing to inform you that there has been a revision to our existing policy regarding [Policy Name/Description]. The new policy will take effect on [Effective Date].

The key changes include:

- [Brief description of key change 1]
- [Brief description of key change 2]
- [Brief description of key change 3]

We encourage you to review the revised policy in detail, which can be accessed at [link to policy document]. If you have any questions or need further clarification, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]