

Notification of Minor Policy Change

Date: [Insert Date]

Dear [Employee/Stakeholder's Name],

We hope this message finds you well. We are writing to inform you of a minor change to our company policy that will take effect on [Effective Date].

The following change has been made:

- [Brief Description of the Policy Change]

This change is intended to [Purpose of the Change or Improvement]. We encourage you to review the updated policy in [location where policy can be found] and reach out to your supervisor or HR if you have any questions.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]