

# Notification of Revised Policy

Date: [Insert Date]

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you of a revised policy that will be effective from [Effective Date]. This revision has been made to [briefly explain the reason for the revision].

The key changes to the policy include:

- [Briefly describe Change 1]
- [Briefly describe Change 2]
- [Briefly describe Change 3]

We encourage you to review the full policy document, which can be found [insert link or location]. Should you have any questions or require further clarification, please do not hesitate to reach out to your manager or the HR department.

Thank you for your attention to this matter and for your continued cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]