

Reminder: Upcoming Policy Changes

Dear Team,

This is a friendly reminder regarding the upcoming changes to our company policies that will take effect on **[Effective Date]**. It is important for all staff members to familiarize themselves with these changes to ensure a smooth transition.

The key changes include:

- **[Policy Change 1]:** [Brief Description]
- **[Policy Change 2]:** [Brief Description]
- **[Policy Change 3]:** [Brief Description]

Please make sure to read through the updated policies in the [Employee Handbook](#) and reach out to your supervisor if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

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