

Announcement: Changes to Employee Guidelines

Dear Team,

We are writing to inform you of important updates to our employee guidelines that will be effective starting [Effective Date]. These changes have been made to enhance our work environment and align with our company values.

Summary of Changes:

- Revision of Remote Work Policies
- Updated Code of Conduct
- Clarified Leave of Absence Procedures
- New Health and Safety Regulations

We encourage all employees to review the revised guidelines in detail. They can be found on our internal portal at [Link to Guidelines].

If you have any questions or concerns about these changes, please feel free to reach out to your manager or the HR department.

Thank you for your ongoing commitment to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]