

Company Name

Date: [Insert Date]

Dear [Employee Name],

We are committed to fostering a diverse and inclusive workplace. In line with this commitment, we have updated our Anti-Discrimination Policy to better reflect our values and responsibilities.

Key updates include:

- Expanded definition of discrimination to include [specific items]
- Clarified reporting procedures
- Enhanced training programs for all employees

Please take the time to review the updated policy attached to this letter. Your understanding and cooperation are vital in creating a respectful work environment.

If you have any questions or concerns, please feel free to reach out to [Contact Person] at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]