

# Dear [Employee/Team/Stakeholder],

We hope this message finds you well. We are writing to inform you of an important update regarding our company policies.

## Policy Change Announcement

Effective [Insert Effective Date], we will be implementing a change to our [specific policy name] policy. The main change is as follows:

- [Detail of the change]

This decision has been made in response to [reason for change]. We believe that this new policy will [benefits of the change].

For your reference, we have attached the revised policy document, which provides more comprehensive details about the changes.

We appreciate your understanding and support as we implement this new policy. If you have any questions or concerns, please do not hesitate to reach out to [Contact Information].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]