

Subject: Introduction of New Procedure

Dear [Team/Department Name],

We are excited to announce the introduction of a new procedure aimed at [briefly describe the purpose of the new procedure, e.g., improving efficiency, enhancing safety, etc.]. This procedure will take effect on [effective date].

Overview of the New Procedure:

- Procedure Name: [Name of the Procedure]
- Key Changes: [Briefly outline major changes]
- Expected Outcomes: [Discuss expected benefits]

To ensure a smooth transition, we will be conducting training sessions on [dates/times] for all affected employees. Your participation is highly encouraged.

If you have any questions or feedback regarding this new procedure, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your cooperation and commitment to continuous improvement.

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