

Notification of Revised Organizational Guidelines

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Revised Organizational Guidelines

Dear [Employee's Name],

We would like to inform you that the organizational guidelines have been revised to better reflect our current practices and values. The updated guidelines are effective as of [Effective Date] and can be accessed via [Insert Link or Location of Guidelines].

Please take the time to review the revised guidelines and ensure that you adhere to them moving forward. If you have any questions or require further clarification, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]