

Recruitment Policy Modification Notification

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Company Name]

Dear [Recipient's Name],

We hope this message finds you well. In our ongoing effort to enhance our recruitment policies and ensure they align with industry standards, we are implementing key modifications that will take effect on [Insert Effective Date].

Summary of Modifications:

- Introduction of [specific changes, e.g., new diversity hiring initiatives]
- Implementation of [specific changes, e.g., updated candidate screening processes]
- Adjustments to [specific changes, e.g., training requirements for hiring managers]

These adjustments aim to promote fairness, inclusivity, and efficiency in our recruitment process. We believe that aligning our policies with current industry best practices will not only enhance our hiring efforts but also enrich our company culture.

Please review the attached document for detailed information on the revised recruitment policies. We encourage your feedback and are available to discuss any questions or concerns you may have.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company]