

Employee Handbook Addition Notification

Dear [Employee's Name],

We are writing to inform you about an important update to our Employee Handbook. Effective [Date], we will be adding a new section regarding [specific topic or policy].

This addition is designed to ensure that all employees are informed and aware of [brief explanation of the policy or purpose]. We believe that this update will contribute to a better workplace environment.

You can find the updated Employee Handbook attached to this email or you can access it on the [Company Intranet/Portal]. We encourage you to review the new section carefully.

If you have any questions or need further clarification, please do not hesitate to reach out to [Contact Person/HR Department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]