

Proposal for Amendment to Employee Handbook

Date: [Insert Date]

To: [Insert Recipient Name]
[Insert Organization Name]
[Insert Address]
[Insert City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose an amendment to the current Employee Handbook regarding [specific section or policy to be amended].

Proposed Amendment:

- **Current Policy:** [Briefly describe the current policy]
- **Proposed Change:** [Describe the proposed amendment]
- **Reason for Change:** [Explain the justification for this amendment]

I believe that this amendment will contribute to [mention potential benefits, such as improved employee satisfaction, compliance with laws, etc.]. I would be happy to discuss this proposal further and answer any questions you may have.

Thank you for considering this amendment. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]
[Your Contact Information]