

Notice of Modification to Employee Handbook

Date: [Insert Date]

To: All Employees

From: [Your Company Name]

Subject: Modification to Employee Handbook

Dear Team,

We would like to inform you that there have been modifications made to the Employee Handbook. The following changes are effective as of [Effective Date]:

- [Detail of the modification 1]
- [Detail of the modification 2]
- [Detail of the modification 3]

Please take the time to review the updated handbook, which can be accessed [provide location or link to the handbook]. Your understanding and compliance with these modifications are important to our company's success.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]