

# Employee Handbook Amendment Request

[Your Name]

[Your Job Title]

[Your Department]

[Your Email Address]

[Your Phone Number]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an amendment to the employee handbook regarding [specific section or policy]. I believe that updating this section to [briefly explain the proposed change] would [explain the rationale, e.g., improve clarity, enhance employee morale, ensure compliance, etc.].

I am confident that this amendment will benefit both employees and the organization as a whole. I would be happy to discuss this further at your earliest convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]