

Update on Annual Leave Policy

Dear Team,

We hope this message finds you well. We would like to inform you about some updates to our annual leave policy that will take effect starting [Effective Date].

The key changes include:

- Increased leave entitlement for employees with more than [X] years of service.
- The introduction of a carry-over option for unused leave.
- Flexible leave application process for improved convenience.

These changes are aimed at promoting a better work-life balance and ensuring that everyone has the opportunity to take time off when needed.

For more detailed information, please refer to the updated policy document attached or feel free to reach out to [HR Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]