

# Annual Leave Policy Revision

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Revision of Annual Leave Policy

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you of updates to our Annual Leave Policy that will take effect on [Effective Date]. These revisions are intended to better align our policy with current best practices and the needs of our employees.

The key changes include:

- Increased annual leave entitlement from [X] days to [Y] days.
- Introduction of a carry-over option for unused leave days.
- Enhanced guidelines for leave application and approval processes.

Please review the detailed policy document attached for a comprehensive understanding of the changes. Your feedback is important to us, and we encourage you to reach out with any questions or comments.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]