

Employee Leave Policy Enhancement Notice

Date: [Insert Date]

To: All Employees

From: Human Resources Department

Subject: Enhancement of Employee Leave Policy

Dear Team,

We are pleased to announce an enhancement to our Employee Leave Policy, effective [Insert Effective Date]. This enhancement aims to provide additional support and flexibility to our employees regarding their personal and family needs.

Key Changes:

- Increase in annual leave days from [old number] to [new number].
- Introduction of [new leave types, e.g., mental health days, parental leave].
- Improved procedures for requesting and approving leave.

We believe these changes will contribute positively to our work environment and support your well-being. For further details, please refer to the updated Employee Leave Policy document attached to this notice.

If you have any questions or need clarification, feel free to reach out to the HR department.

Thank you for your continued dedication and hard work.

Best regards,

[Your Name]

HR Manager