

# Paid Leave Policy Update

Date: [Insert Date]

Dear [Employee Name],

We are writing to inform you of an important update to our paid leave policy, effective [Effective Date]. These changes are aimed at improving employee benefits and ensuring that our policies align with current regulations.

## Key Changes:

- Increased paid leave days from [old number] to [new number].
- Expanded eligibility criteria to include [new criteria].
- Updated process for requesting leave to streamline approvals.

For more details, please refer to the updated policy document attached to this letter or visit the employee portal.

If you have any questions or need further clarification, do not hesitate to reach out to your HR representative.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]