

Revised Personal Leave Guidelines

Date: [Insert Date]

To: All Employees

Dear Team,

We are writing to inform you of the revised personal leave guidelines that take effect on [Insert Effective Date]. After careful consideration and feedback from our staff, we believe these changes will better serve the needs of our team.

Key Changes:

- Increased personal leave days from [Old Number] to [New Number].
- Flexibility in scheduling personal leave days without requiring a specific reason.
- Streamlined request process through [Insert Method, e.g., HR portal or email].

Please review the attached document for detailed information regarding the new guidelines. We encourage everyone to take advantage of these changes to maintain a healthy work-life balance.

If you have any questions or need further clarification, do not hesitate to reach out to [Insert HR Contact Information].

Thank you for your attention and for your continued dedication to our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]