

Dear Team,

We hope this message finds you well. We are writing to inform you about an important modification to our Time Off Policy that will take effect on [Effective Date].

Key Changes:

- The annual leave entitlement will now be [New Entitlement] days.
- Sick leave will be adjusted to [New Sick Leave Policy].
- Employees can now carry over a maximum of [New Carry Over Limit] unused vacation days into the following year.

We believe these updates will better suit the needs of our team and enhance work-life balance. A detailed document outlining the changes is attached for your review.

If you have any questions or concerns, please do not hesitate to reach out to your manager or the HR department.

Thank you for your understanding and cooperation.

Best Regards,
[Your Name]
[Your Position]
[Company Name]