

Updated Vacation Policy Notification

Dear Team,

We hope this message finds you well. We are writing to inform you of an update to our vacation policy, effective [effective date]. This update aims to enhance work-life balance and provide more flexibility for our employees.

Key Changes:

- Increased vacation days from [old number] to [new number].
- Options for vacation carryover have been expanded.
- Introduction of a vacation request approval process.

Please review the updated policy document attached for further details. If you have any questions or need clarification, do not hesitate to reach out to your manager or the HR department.

Thank you for your attention to this matter and for your continued dedication to our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]