

Annual Policy Review Notice

Date: [Insert Date]

Dear [Employee/Stakeholder Name],

We hope this message finds you well. As part of our commitment to maintaining compliance and ensuring the relevance of our policies, we conduct an annual review of all company policies.

This notice serves to inform you that the next review will take place on [Insert Review Date]. We encourage you to familiarize yourself with the existing policies and provide any feedback or suggestions you may have.

Please visit [Insert Link to Policies] to access the current policies. Your input is invaluable to us as we strive to create a fair and efficient workplace.

If you have any questions or need further information, please do not hesitate to contact [Contact Person/Department] at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]