

# Notice of Food Safety Policy Change

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name/Your Position]

Subject: Update to Food Safety Policy

Dear [Recipient Name],

We would like to inform you of an important change to our food safety policy that will take effect starting [Insert Effective Date]. This update aims to enhance our commitment to providing safe and healthy food for our customers.

Key changes include:

- [Change 1 - Brief Description]
- [Change 2 - Brief Description]
- [Change 3 - Brief Description]

We believe these changes will significantly improve our food safety practices and ensure compliance with the latest regulations. All staff members are required to familiarize themselves with the new policy and adhere to the updated guidelines.

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

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]