

Dear Staff Members,

We are writing to inform you of an important update regarding our academic policies. As part of our commitment to continuous improvement and ensuring compliance with educational standards, the following changes have been implemented:

Policy Changes

- Revision of grading criteria to reflect a more holistic approach.
- Introduction of new attendance policies to enhance student engagement.
- Updated guidelines on academic integrity and plagiarism.

Please take the time to review the updated policies, which can be found on our internal portal. We encourage your feedback and wish to foster an open dialogue regarding these changes.

Effective Date

These updates will take effect starting **Date**. Please ensure that you familiarize yourself with the changes before this date.

If you have any questions or require further clarification, do not hesitate to reach out to the academic affairs office.

Thank you for your attention to this important matter.

Best regards,
[Your Name]
[Your Position]
[Institution Name]