

Announcement of Revised Policy

Date: [Insert Date]

Dear Team,

We are writing to inform you about the revised policy regarding [specific policy name, e.g., Remote Work Policy]. After careful consideration and feedback from staff members, we believe these changes will enhance our work environment and support our team's needs.

Key Changes to the Policy:

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

The revised policy will take effect on [effective date]. We encourage you to review the complete policy document attached to this email for more details.

If you have any questions or require further clarification, please do not hesitate to reach out to your manager or the HR team.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]