

Dear Team,

We are writing to inform you about the recent updates to our store operational policies that will take effect on **[Effective Date]**.

New Policies:

- **Store Hours:** Our new store hours will be from 9 AM to 9 PM, seven days a week.
- **Customer Service:** All employees are required to greet customers within 30 seconds of their arrival.
- **Return Policy:** Items may now be returned within 30 days with a receipt.

Updated Procedures:

- Daily inventory counts will now take place every Friday at 5 PM.
- Staff meetings will be held every Monday at 10 AM to discuss weekly goals.

Please review the full policy document attached to this email and ensure you understand the changes. Your adherence to these new policies is crucial for our operations and customer satisfaction.

If you have any questions or concerns, please feel free to reach out to your manager.

Thank you for your cooperation!

Sincerely,
[Your Name]
[Your Position]
[Store Name]