

Important Update: Employee Discount Program Changes

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you of some important changes to our Employee Discount Program that will take effect on [Effective Date].

As part of our commitment to providing valuable benefits to our employees, we have made the following updates:

- **Discount Rate Changes:** The discount rate will be adjusted from [Old Rate]% to [New Rate]%.
- **Eligibility Criteria:** Employees who have completed [X months] of service will now be eligible for the program.
- **Product/Service Exclusions:** Certain products/services, including [list exclusions], will no longer be eligible for discounts.

We understand that changes to the program may raise questions or concerns. Please do not hesitate to reach out to the HR department at [HR Contact Information] for more information or clarification.

Thank you for your understanding and continued dedication to our company.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]