

Date: [Insert Date]

To: [Employee/Staff Name]

From: [Your Name/Title]

Subject: Notification of Anti-Discrimination Policy Review and Update

Dear [Employee/Staff Name],

We are committed to maintaining a workplace that promotes the principles of equality and diversity. In line with this commitment, we are conducting a review of our Anti-Discrimination Policy to ensure it remains effective and relevant.

This review process will include updates to the policy, which will be communicated promptly to all employees. We value your input and encourage you to share any thoughts or suggestions during this period. Your feedback is vital in creating a workplace free from discrimination.

The updated policy will be available for review by [Insert Date]. Please make sure to familiarize yourself with the changes, as they are crucial to our ongoing efforts to foster an inclusive environment.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]