

Dear [Employee's Name],

We are writing to inform you of a recent change to our company policy, effective [Effective Date]. After careful consideration, the management team has decided to update the following policy:

[Title of the Policy]

[Brief description of the policy change and what it entails.]

This policy change is aimed at [reason/purpose for the change]. We believe this adjustment will ultimately benefit our team and enhance our work environment.

Please take the time to review the updated policy in the employee handbook, which can be found at [link or location of the handbook]. If you have any questions or concerns regarding this change, feel free to reach out to your supervisor or the HR department.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]