

Policy Change Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to inform you of a change in our company policies that will take effect on [Effective Date]. This change is aimed at [Brief Reason for the Change].

The key changes are as follows:

- [Detail of Change 1]
- [Detail of Change 2]
- [Detail of Change 3]

We ask that you review the updated policy document attached to this letter. Please sign and return the acknowledgment section at the end of the document by [Deadline for Acknowledgment].

If you have any questions regarding these changes, please feel free to reach out to [Contact Person's Name] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Contact Information]

Acknowledgment

I, [Employee's Name], acknowledge receipt of the policy change letter and have read and understood the changes outlined above.

Signature: _____

Date: _____