

Policy Modification Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Modification of Company Policy

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you about a modification to our company policy that will take effect on [Effective Date]. This change is part of our continuous effort to improve our workplace and align with our organizational goals.

The following changes have been made:

- [Description of Policy Change 1]
- [Description of Policy Change 2]
- [Description of Policy Change 3]

We believe that these changes will enhance your work experience and contribute positively to our team dynamic. Please take the time to review the modifications thoroughly. A detailed version of the policy can be found in the employee handbook or on our company intranet.

If you have any questions or need further clarification regarding these changes, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your attention to this important update.

Sincerely,

[Your Name]

[Your Position]

[Company Name]