

Announcement of Procedural Change

Date: [Insert Date]

To: [Management Team/Specific Managers]

From: [Your Name/Your Position]

Subject: Announcement of New Procedural Changes

Dear Team,

We are writing to inform you of an important change to our existing procedures that will be implemented effective [Insert Effective Date]. This change aims to improve [briefly state the purpose of the change, e.g., efficiency, safety, compliance].

The key changes are as follows:

- [Change 1: Brief description]
- [Change 2: Brief description]
- [Change 3: Brief description]

Please ensure that you review these changes carefully and incorporate them into your department's operations. We believe that these procedural adjustments will lead to [mention expected outcomes, e.g., enhanced productivity, reduced errors].

If you have any questions or require further clarification, do not hesitate to contact me directly at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]