

# Subject: Changes in Internal Communication Procedures

Dear Team,

We hope this message finds you well. We would like to inform you about some upcoming changes to our internal communication procedures, effective from [Insert Date]. These changes are aimed at improving our overall efficiency and collaboration across departments.

## Key Changes:

- **Email Communication:** All project updates should be sent out on a weekly basis instead of daily.
- **Team Meetings:** Monthly team meetings will be held on the first Monday of each month.
- **Collaboration Tools:** We will be transitioning to [Insert Tool Name] for all project-related discussions.

We encourage everyone to familiarize themselves with these changes and to feel free to reach out if you have any questions or concerns.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]