

Internal Communication Policy Revision

Date: [Insert Date]

To: All Employees

From: [Your Name]

Subject: Revision of Internal Communication Policy

Dear Team,

We are reaching out to inform you that the Internal Communication Policy is being revised to enhance our communication practices and ensure clarity across our organization. The revised policy aims to improve collaboration and transparency.

Please take a moment to review the key changes outlined below:

- Streamlined communication channels
- Updated guidelines for inter-departmental communications
- Enhanced protocols for remote communication

We encourage you to provide any feedback or suggestions by [Insert Deadline]. Your input is invaluable in refining our communication approach.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]