

Internal Communication Standards Update

Date: [Insert Date]

To: All Employees

From: [Your Name / Department]

Subject: Update on Internal Communication Standards

Dear Team,

As part of our ongoing efforts to enhance our communication practices within the organization, we are pleased to announce the following updates to our internal communication standards:

- **Clarity and Conciseness:** All communications should be clear and to the point.
- **Timeliness:** Ensure that important updates are shared promptly.
- **Accessibility:** All communications should be accessible to all employees.
- **Feedback Mechanism:** A feedback loop is encouraged to promote engagement and improvement.

We believe these updates will facilitate more effective communication and collaboration across teams. If you have questions or suggestions regarding these standards, please feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]