

Internal Messaging Policy Overhaul

Dear Team,

As part of our ongoing efforts to enhance communication and collaboration within our organization, we are conducting a comprehensive review of our internal messaging policies. This overhaul aims to ensure that our communication methods are efficient, secure, and aligned with our company values.

Key changes include:

- Updated guidelines on acceptable use of messaging platforms.
- Enhanced privacy measures to protect sensitive information.
- Training sessions to help everyone adapt to the new policies.

We value your input and encourage you to share any feedback or concerns regarding the new policies. A meeting will be held on [date] to discuss these changes in detail.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]