

# Dear Team,

We hope this message finds you well. We want to inform you about an important change to our company policy that will go into effect on **DATE**.

## New Policy Overview

The following changes will be implemented:

- **Policy Name:** Description of the new policy.
- **Effective Date:** DATE
- **Details:** Brief explanation of the policy change.

## Why the Change?

This change is designed to **reasons for the change** and will help us to **expected outcomes**.

## Next Steps

We encourage all employees to read the updated policy document attached with this announcement. If you have any questions or concerns, please feel free to reach out to your manager or the HR department.

Thank you for your understanding and cooperation.

**Sincerely,**

**Your Name**  
**Your Position**  
**Company Name**