

# Policy Change Announcement

Date: [Insert Date]

To: All Employees

From: [Your Name/Department]

Subject: Important Update: Change in [Policy Name]

Dear Team,

We would like to inform you about an important change to our [Policy Name] that will take effect on [Effective Date]. This decision has been made after careful consideration and aims to [briefly explain the reason for the change and its intended benefits].

The key changes include:

- [Change 1: Brief Description]
- [Change 2: Brief Description]
- [Change 3: Brief Description]

We encourage you to review the updated policy in detail and reach out to your supervisor or the HR department with any questions or concerns you may have.

Thank you for your attention to this important matter and for your ongoing commitment to our organization.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]