

Notification of Revision to Corporate Travel Policy

Date: [Insert Date]

To: All Employees

Dear Team,

We wish to inform you that the Corporate Travel Policy has been revised to better reflect our company's current travel practices and to enhance our employees' travel experience.

The revised policy includes the following key updates:

- Updated expense reimbursement rates.
- New guidelines for booking travel accommodations.
- Changes in travel approval processes.

Please review the updated policy document attached to this email or available on our intranet. All employees are expected to familiarize themselves with these changes, which will take effect on [Insert Effective Date].

If you have any questions or require further clarification regarding the revised Travel Policy, please do not hesitate to reach out to the HR department.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]