

Memorandum

Date: [Insert Date]

To: All Staff

From: [Your Name] - [Your Position]

Subject: Change in Travel Policy

Dear Team,

We are writing to inform you of an important change to our travel policy that will take effect on [Insert Effective Date]. After careful consideration and feedback from staff, we believe these adjustments will enhance our travel procedures and help us stay compliant with current regulations.

The key changes are as follows:

- [Detail Change 1]
- [Detail Change 2]
- [Detail Change 3]

We encourage you to review the revised travel policy document attached to this memo. If you have any questions or require further clarification, please do not hesitate to reach out to [Insert Contact Person/Department].

Thank you for your attention to this matter. We appreciate your cooperation as we implement these changes.

Sincerely,

[Your Name]

[Your Position]