

Travel Policy Update Notification

Dear [Employee Name],

As part of our commitment to employee safety and well-being, we are updating our travel policy in response to the changing weather conditions observed in various regions.

Effective [Effective Date], the following guidelines will be enforced:

- Travel to areas under severe weather warnings is prohibited unless approved by management.
- Employees are encouraged to check local weather updates before any planned travel.
- Flexible work arrangements may be applied for those affected by travel delays due to weather.

Please review the attached travel policy document for further details and contact HR if you have any questions.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]