

Important Policy Change Notification

Dear [Employee Name],

We hope this message finds you well. We would like to inform you of an important change in company policy that will take effect on [effective date]. This change is part of our ongoing efforts to improve our workplace environment and align with current industry standards.

The key changes are as follows:

- **[Policy Title 1]:** [Brief description of the change]
- **[Policy Title 2]:** [Brief description of the change]
- **[Policy Title 3]:** [Brief description of the change]

We encourage you to review the full policy details in the employee handbook or on the company intranet. Should you have any questions or require further clarification, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position]
[Company Name]