

Notification of Policy Modification

Date: [Insert Date]

Dear [Employee Name],

We are writing to inform you of an important modification to our company policy regarding [specific policy]. This change will take effect on [effective date].

The key changes are as follows:

- [Detail 1 about the modification]
- [Detail 2 about the modification]
- [Detail 3 about the modification]

We believe this modification will [explain the purpose or benefit of the policy change]. 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 understanding and continued commitment to our company.

Sincerely,

[Your Name]

[Your Position]

[Company Name]