

Policy Change Notification

Date: [Insert Date]

Dear [Employee/Staff Name],

We hope this message finds you well. We are writing to inform you of an important change to our company policy that will take effect on [Effective Date].

The essential policy change is as follows:

- **Policy Title:** [Insert Policy Title]
- **Previous Policy:** [Brief description of the previous policy]
- **New Policy:** [Brief description of the new policy]

This change has been made to [explain the reason for the change, e.g., improve efficiency, comply with regulations, enhance employee welfare, etc.].

We encourage you to familiarize yourself with the updated policy, which can be accessed [insert where the policy can be found, e.g., company intranet, employee handbook, etc.].

If you have any questions or concerns regarding this policy change, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]