

Formal Announcement of Policy Change

Date: [Insert Date]

To: All Employees

From: [Your Name]

Subject: Change in [Specify Policy]

Dear Team,

We wish to inform you about a formal change in our policy regarding [briefly specify the policy]. This change is effective from [insert effective date].

The primary reasons for this change include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We believe that this change will [explain the benefits or impact of the policy change]. We encourage you to review the updated policy document attached to this email and reach out if you have any questions or concerns.

Thank you for your continued cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]