

Policy Update Notification

Dear [Employee Name],

We are writing to inform you of an important update to our company policies. Effective [Date], the following changes will take place:

- [Policy Update 1]
- [Policy Update 2]
- [Policy Update 3]

Please review the updated policies in detail at [link to policies] and do not hesitate to reach out to your HR representative if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]