

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an important update to our Whistleblower Policy, which has been revised to enhance transparency and protections for individuals who report misconduct within our organization.

Key updates include:

- Expanded definitions of protected disclosures.
- Clarification of the reporting process and available channels.
- Strengthened protections against retaliation for whistleblowers.

We believe these changes will foster a safer and more supportive environment for all employees. The updated policy will be effective from [Effective Date] and can be accessed on our internal website [Link to Policy].

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

Thank you for your commitment to maintaining integrity within our organization.

Sincerely,

[Your Name]

[Your Position]

[Company Name]