

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Policy Change Notification

We are writing to inform you of an important update regarding our company policies that will take effect on [effective date].

[Briefly describe the policy change, including any relevant details that employees need to know. Explain the reason for the change if applicable.]

Please take the time to review the revised policy document attached to this letter and understand how it may affect your role and responsibilities. [Include details about where to find the full policy if not attached.]

We understand that changes may raise questions, and we encourage you to reach out to your manager or the HR department if you need further clarification.

Thank you for your attention to this matter and for your continued commitment to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]

[Attachment: Revised Policy Document]