

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Position]

[Employee Department]

Subject: Company Policy Communication

Dear [Employee Name],

We are writing to inform you of an important update to our company policies that will take effect on [Effective Date]. This policy aims to [brief description of the purpose of the policy].

Key Highlights of the Policy:

- [Highlight 1]

- [Highlight 2]

- [Highlight 3]

It is essential that all employees familiarize themselves with this policy to ensure compliance and maintain a productive work environment.

The complete policy can be accessed in [location where the policy can be found, e.g., company intranet, employee handbook].

Please feel free to reach out to [Contact Person/Department] at [Contact Information] if you have any questions or need further clarification regarding this policy.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]