

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Effective Date of New Policy Implementation

We are writing to inform you about an update to our company policies. As part of our ongoing commitment to improve workplace standards, we have revised our [specific policy name] to better align with our organizational goals and employee needs.

The effective date of the new policy will be [Effective Date]. Please review the enclosed documentation that outlines the key changes and implications of the new policy.

We appreciate your attention to this matter and encourage you to reach out should you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Enclosure: Policy Document]