

[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Department Name]
[Company Name]

Dear [Recipient's Name],

Subject: Company Policy Update - [Policy Name/Topic]

We are writing to inform you of an important update to our company policy regarding [briefly describe the policy topic]. This policy will be effective as of [effective date] and applies to [describe the scope of the policy].

[Provide a brief overview of the key changes or details of the policy. This may include objectives, compliance requirements, and any additional responsibilities expected from employees.]

Please ensure that all team members in your department are made aware of this policy update and provide them with the necessary resources to comply. We will be scheduling a meeting on [date] to further discuss this policy and answer any questions.

For any inquiries or further clarification, please do not hesitate to contact the HR department at [HR contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]