

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Department/Division]

[Company Name]

[Company Address]

Dear [Recipient Name],

Subject: [Subject of the Announcement]

We hope this message finds you well.

We are writing to inform you about [briefly state the purpose of the announcement, e.g., changes in company policy, upcoming events, new initiatives, etc.]. This decision is important for [reason for the announcement, e.g., improving operations, fostering a better workplace, etc.].

[Provide detailed information on the announcement, including any relevant dates, impacts on employees, departments, or processes, and any actions required from the recipient.]

We encourage everyone to review this announcement thoroughly and reach out with any questions or concerns you may have. You can contact

[Name/Title] at [Email/Phone Number] for further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Company Name]