

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Notification of Policy Changes

We want to inform you about upcoming changes to our company policies that will take effect on [effective date]. We believe these changes will contribute to a more productive and positive work environment.

The key changes include:

1. \*\*[Policy Title/Section]\*\*: Brief description of the change.
2. \*\*[Policy Title/Section]\*\*: Brief description of the change.
3. \*\*[Policy Title/Section]\*\*: Brief description of the change.

We encourage you to review the full details of the policy changes in the employee handbook, located [location of the handbook] or accessible through [link/access method].

If you have any questions or concerns regarding these changes, please do not hesitate to contact [HR contact person] at [HR contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]