

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],
Subject: HR Policy Update - [Policy Title]

Introduction:

[Brief introduction stating the purpose of the letter and the importance of the policy update.]

Policy Overview:

[Detailed description of the policy, including its objectives, key points, and any changes made.]

Scope:

[Explanation of who the policy applies to, including any specific departments or employee levels.]

Implementation:

[Information about how the policy will be implemented, including timelines, training, or resources available.]

Responsibilities:

[List the responsibilities of both the employees and the HR department regarding the policy.]

Conclusion:

[Encouragement for feedback or questions, and reiteration of the importance of compliance.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]
[Your Company Name]