

[Your Name]
[Your Title]
[Your Department]
Johnson & Johnson
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Title]
[Employee's Department]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notification of Policy Changes

We hope this message finds you well. We are writing to inform you about important changes to our company policies that will take effect on [Effective Date]. These changes are part of our ongoing commitment to improving our workplace environment and ensuring compliance with relevant laws and regulations.

The following policies have been updated:

1. **[Policy Name]**: Brief description of the change.
2. **[Policy Name]**: Brief description of the change.
3. **[Policy Name]**: Brief description of the change.

We encourage you to review the updated policies in detail, which will be available on the company intranet starting [Date]. Your understanding and adherence to these policies are crucial for maintaining the standards of our workplace.

If you have any questions or require further clarification regarding these changes, please do not hesitate to reach out to your manager or the HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Title]
Johnson & Johnson