

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Company Name]

[Company Address]

Dear [Employee's Name],

Subject: Update to PBX Policy

We hope this message finds you well.

We are writing to inform you about an important update to our PBX (Private Branch Exchange) policy, effective [effective date]. This update reflects our commitment to enhancing our communication systems and ensuring the security and efficiency of our telecommunication processes.

The key changes to the PBX policy include:

1. [Brief description of change 1]
2. [Brief description of change 2]
3. [Brief description of change 3]

Please take the time to review the updated policy, which can be found in [location of the policy document, e.g., the company intranet, attached to the email, etc.]. We encourage you to reach out to your supervisor or the HR department if you have any questions or require further clarification. Thank you for your attention to this matter and for your continued cooperation as we implement these changes.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]