

[Your Name]

[Your Position]

[Your Company/Organization]

[Date]

Subject: Important Announcement

Dear [Team/Staff/Department],

I am writing to inform you about [briefly state the purpose of the announcement].

[Provide details about the announcement: who it affects, what changes are being made, the timeline, and any other relevant information.]

We understand that this may raise questions, and we encourage you to reach out to [contact person or department] if you need further clarification.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Contact Information]