

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee Name]  
[Employee Job Title]  
[Department]

Dear [Employee Name],

Subject: Policy Change Notification

I hope this message finds you well. I am writing to inform you of a recent change in company policy that will take effect on [effective date]. This change is designed to [briefly explain the purpose of the policy change].

[Insert details of the policy change, including any relevant procedures, expectations, and implications for employees.]

We believe that this change will [state benefits or improvements associated with the policy change], and we appreciate your understanding and cooperation as we implement this update.

If you have any questions or need further clarification regarding this policy change, please do not hesitate to reach out to [contact person or department] at [contact information].

Thank you for your attention to this matter and for your continued commitment to [Company Name].

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Company Name]