

Subject: Important Update: RFID Policy Change

Dear Team,

We would like to inform you about an important change to our RFID (Radio Frequency Identification) policy that will take effect on [Effective Date]. This change is aimed at enhancing our operational efficiency and ensuring better compliance with industry standards.

Key Changes:

- [Detail the specific changes in the policy]
- [Outline any new procedures or guidelines]
- [Mention any relevant training sessions or resources available]

We understand that this adjustment may raise questions or require a transition period. To assist you, we will be holding a Q&A session on [Date and Time], where you can get further clarification on the new policy.

Thank you for your attention to this matter, and for your continued cooperation as we implement these changes.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Company Name]