

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

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Company Policy Update

I hope this letter finds you well. I am writing to formally notify you of updates to our company policies that will take effect on [effective date]. These changes are aimed at [briefly explain the purpose of the policy update, e.g., improving efficiency, ensuring compliance, etc.].

[Insert a clear and concise summary of the policy changes or updates. Include relevant details that recipients need to know, such as implementation procedures, deadlines, and any actions required by employees.]

We understand that changes can create uncertainty, and we are committed to making this transition as smooth as possible. Should you have any questions or require clarification regarding the policy changes, please feel free to reach out to [contact person or department].

Thank you for your attention and cooperation in this matter.

Sincerely,

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