

[Your Nursery's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Changes to Nursery Training Policy

We hope this letter finds you well. We are writing to inform you of important changes to our nursery training policy that will take effect on [Effective Date].

[Brief overview of the changes and the reasons for them. Include any important dates related to implementation.]

We believe these updates will enhance our training programs and provide a better environment for both staff and children. Please feel free to reach out if you have any questions or need further clarification on these changes.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Nursery's Name]

[Contact Information]