Date: [Insert Date]  
To: [Insert Recipients- E.g., All Staff Members]

**MEMO: IMPLEMENTATION OF NEW HR POLICIES**

Dear Employees,

I hope this message/email/notice finds you well.  
  
I am writing to you to inform you about some important upcoming changes taking place in our organization regarding the implementation of new policies.   
  
[Organization Name] is committed to ensuring the highest standard of compliance and adherence to the applicable employment standards, accessibility, human rights, and health and safety legislation. For this purpose, and to maintain consistency across all organizational processes, we will be implementing new human resources policies.   
  
These policies will consist of guidelines, procedures, and other information which outline our dedication to ensuring that the work environment and conditions are consistent with all applicable legislation.   
  
To ensure that everyone understands the purpose and content of these new policies, we will be conducting a training session. During this session, we will present the upcoming HR policies and provide all employees with the opportunity to learn about the policies in detail and ask any questions. The training session is scheduled for [Insert Date/Time] and attendance is mandatory for all employees to ensure everyone is informed on the new HR policies and how they may impact our organization.   
  
The new policies will go into effect on [Insert Date/Time], all employees will be given the opportunity to ask any questions or raise any concerns prior to the official implementation. Additionally, upon the finalization of our new HR policies, we will also be introducing employee agreement forms. These forms will supersede any previous documentation and indicate an employee’s acknowledgment and agreement to abide by the policies.   
  
By implementing these policies, we aim to strengthen our commitment to compliance with legal requirements while also promoting consistency and fairness across all aspects of our operations at [Organization Name]   
  
If any employees have questions or concerns at this time, they may reach out to [Name/Title].   
  
We thank you for your cooperation and your continued dedication to our organization.   
  
Sincerely,

[Insert Name, Insert Title]  
[Organization Name]