

[Insert date here]

Dear Staff Members,

As a reminder of our commitment to serving our employees’ well-being and an expression of our gratitude for staff, this memo serves to inform you that effective [insert date], [Organization Name] is pleased to provide all staff members with an additional three (3) days of Paid Time Off (PTO) in addition to the pre-existing, allotted sick time.

This additional provision in our PTO policy is intended to offer our staff members the flexibility to schedule time off to care for themselves or their family members in the event of any unforeseen circumstances such as:

* Ill children
* Appointments
* [Insert additional parameters]
* [Insert additional parameters]

Note: Staff members are encouraged to use their sick time or vacation days as needed for any personal illnesses or other reasons. These 3 days serve to provide our team members with any additional support that may be required.

We encourage our staff members to use this PTO to your benefit and continue to take care of your family and of yourselves. To schedule this PTO, follow the steps as you normally would to schedule your time off and ensure you notify your supervisor beforehand and receive approval for your PTO. We will make every effort to accommodate you. Please reach out with any questions or concerns as they arise and it is our hope that you all feel the care and compassion that [Organization Name] has for you.

Thank you for your time and contributions to [Organization Name].

With gratitude,  
Management/[Insert position/name here]