EMAIL COMMUNICATION RE: POLICY CHANGES

Date: [Insert]  
Subject: Important Update: Changes to Company Policies

Dear Staff Members of [Organization Name]/[or Employee Name]

I hope this message finds you well. The purpose of this email is to inform you of an important upcoming change to our company policy regarding: [Insert].   
  
Effective [Insert Date], we will implement the following changes to our company policy and process. These changes have been carefully considered to ensure alignment with our company values and to support our collective goals. It's important for all employees to familiarize themselves with these updates.

Outlined below are the key changes that will be taking place on [Insert Date]:

* Insert Policy/Process Update Details
* Insert Policy/Process Update Details
* Insert Policy/Process Update Details

Additionally, all information and details related to this updated policy can be found [Insert Where: e.g., policy manual, on a workplace communication board, etc].   
  
All changes to this policy/procedures are made in accordance with applicable legislation. All other company policies as well as the terms of your original employment agreement remain unchanged, and in force.

Please feel free to contact [Insert Name/Title Here] with any questions or concerns that you may have or if you require further clarification.   
  
Thank you for your attention to this matter and your continued dedication to [Organization Name].   
  
Sincerely,

[Name]

[Title]  
[Organization Name]