

Policy Acknowledgement Email

Subject: Acknowledgement of Updated Company Policy

Dear [Employee Name],

This email serves to confirm your receipt and understanding of our recently updated [Policy Name], which was distributed on [Date]. The policy outlines important guidelines regarding [brief description of policy focus, e.g., data security, workplace conduct, remote work].

Please review the attached policy document carefully. This policy is effective immediately and replaces any previous versions.

By replying to this email with "I acknowledge," you confirm that you have read, understood, and agree to comply with this policy. Please submit your acknowledgement by [Date].

Should you have any questions or require clarification on any aspect of this policy, please do not hesitate to contact [HR Representative Name] in the Human Resources department.

Sincerely,

[Your Name/HR Department Name]

[Your Title]

[Company Name]

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