

Policy Implementation Announcement Email

Subject: New Job Descriptions Ownership and Writing Policy - Effective [Date]

Dear Team,

I am writing to announce the implementation of our new Job Descriptions Ownership and Writing Policy, effective [date]. This policy establishes clear guidelines for creating, reviewing, and maintaining job descriptions across our organization.

The policy aims to ensure consistency, legal compliance, and accuracy in how we document roles and responsibilities. All current job descriptions will be reviewed and updated according to the new standards within the next [timeframe].

Key highlights of the policy include:

- Designated ownership responsibilities for HR, department heads, and hiring managers
- Standardized templates and writing guidelines
- Clear approval workflows requiring HR and management sign-off
- Mandatory annual reviews of all job descriptions

The complete policy document is available on our intranet under HR Policies. All managers are required to review the policy by [deadline] and attend a training session scheduled for [date/time].

Your cooperation in implementing this policy will help us maintain professional, accurate, and legally compliant job documentation.

Please contact the HR department if you have any questions.

Best regards,

[Your Name]

[Title]

[Contact Information]

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