

Annual Policy Review Stakeholder Consultation Email

Subject: Input Requested: Annual Review of Job Descriptions Policy

Dear [Stakeholder Name],

As part of our commitment to continuous improvement, we are conducting our annual review of the Job Descriptions Ownership and Writing Policy. Your input as [role/department] is valuable in ensuring the policy remains practical and effective.

We would appreciate your feedback on:

1. What aspects of the current policy work well?
2. What challenges have you encountered in implementing or following the policy?
3. Are there any gaps or unclear areas that need clarification?
4. Have there been any changes in your department or industry standards that should be reflected?
5. Do you have suggestions for streamlining the process?

Please provide your feedback by completing the attached questionnaire or scheduling a 30-minute consultation meeting with our policy review team. Your responses will be kept confidential, and all feedback will be considered in our revision process.

Deadline for feedback: [date]

We will share a summary of proposed changes and gather final input before implementing any updates. Your participation helps us create policies that truly support our operational needs while maintaining compliance standards.

Thank you for your time and insights.

Warm regards,

[Policy Review Team Lead]

Human Resources

[Contact Information]

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