

General Company Announcement Letter to Employees

Subject: Important Company Announcement

Dear Team,

We are pleased to inform you of an important update regarding [Announcement Topic]. Effective from [Effective Date], the following changes will take place: [List of Key Changes].

Your cooperation and attention to these changes are highly appreciated. Please direct any questions to your department head or HR.

Sincerely,

[CEO/HR Manager]

[Company Name]

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