

Formal Policy Update Announcement Letter

Subject: Update to Company Policy

Dear Employees,

This letter serves to officially announce a revision in the company policy regarding [Policy Topic].

The updated policy will be effective as of [Date] and all employees are required to familiarize themselves with the new guidelines.

For any clarification or assistance, please contact HR at [Email/Phone]. Compliance with the updated policy is mandatory.

Regards,

[HR Manager]

[Company Name]

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