

Policy Update Announcement

Subject: Important Update to Sick Leave Policy - Effective [Date]

Dear Team,

We are writing to inform you of important updates to our Sick Leave Policy, effective [Date]. These changes have been made to better support employee wellbeing while ensuring operational efficiency.

Key changes include:

- Sick leave entitlement increased from [X] to [Y] days annually
- Same-day notification now accepted via email or company app
- Medical certificates required only for absences exceeding 3 consecutive days
- Introduction of flexible return-to-work arrangements for extended illnesses
- Enhanced support for employees with chronic health conditions

The updated policy document is attached and will be available on the company intranet. Please review it carefully and direct any questions to the HR department.

We encourage everyone to utilize sick leave when genuinely needed. Your health is our priority, and these changes reflect our commitment to maintaining a supportive work environment.

Thank you for your attention to this matter.

Sincerely,

[Executive/HR Director Name]

[Title]

[Organization Name]

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