

Subject: Company Policy Change Starting [Date]

Dear [Employee/Candidate/Applicant],

I am writing to inform you of a recent policy change that will affect [insert department/position]. This change is effective as of [insert date].

[Insert brief introduction that explains the reason for the policy change]

[Insert detailed explanation of the new policy, including its impact on employees or candidates]

[Insert any changes to employee benefits or compensation]

[Insert any action required on the part of the employee or candidate]

If you have any questions or concerns about the new policy, please do not hesitate to contact [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your name] [Company Name]