

Circular Letter Templates

By - TheBusinessCommunication.com

1. Business Announcement Circular Template

[Company Name]

[Date]

Subject: [Announcement Title]

Dear [Team/All],

We are pleased to inform you that [state the announcement here].

Details:

- [Point 1]

- [Point 2]

- [Point 3]

We appreciate your attention to this announcement.

Sincerely,

[Name]

[Designation]

[Company Name]

2. HR / Policy Change Circular Template

[Company Name]

[Date]

Subject: [Policy Change Title]

Dear Employees,

This is to inform you that [describe policy change].

Key Changes:

- [Key Change 1]
- [Key Change 2]

Effective Date: [Date]

Thank you for your cooperation.

Sincerely,
[Name]
[Designation]
HR Department

3. Meeting Announcement Circular Template

[Company Name]
[Date]

Subject: [Meeting Announcement Title]

Dear [Team/Staff],

You are requested to attend the [meeting name] on [date] at [time].

Agenda:
- [Agenda Item 1]
- [Agenda Item 2]

Venue: [Meeting Location]

Your presence is important.

Sincerely,
[Name]
[Designation]
[Company Name]

4. Holiday Notice Circular Template

[Company Name]

[Date]

Subject: [Holiday Notice Title]

Dear All,

Please note that the office will remain closed on [date(s)] for [holiday name].

We wish you a happy holiday.

Sincerely,

[Name]

[Designation]

[Company Name]

5. Price List / Sales Circular Template

[Company Name]

[Date]

Subject: [Special Offer / Price List Update]

Dear Valued Customer,

We are pleased to share our updated price list / special offer.

Highlights:

- [Offer 1]

- [Offer 2]

Offer Valid Till: [Date]

We appreciate your continued support.

Sincerely,

[Name]

[Designation]

Sales Department