

Policy Change Notification Letter

Subject: Update on Company Leave Policy

Dear Employees,

This letter is to inform you about changes to our company leave policy effective from November 1.

Annual leave accrual will now be calculated based on completed months of service rather than calendar years.

Please review the attached document detailing the updated policy. For any clarifications, contact the HR department.

Thank you for your attention and understanding.

Best regards,

Human Resources

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