



[Your Company Letterhead]

## MEMORANDUM

To: [Recipient's Name/Department]

From: [Your Name/Department]

Date: [Date]

Subject: Policy Update: [Brief Description]

I am writing to inform you of important updates to [specific policy/procedure]. These changes will take effect on [effective date].

### Background

[Briefly explain the reason for the update and any relevant context.]

### Changes:

1. [Detail the specific changes, bullet points may be useful for clarity.]

### Rationale:

[Explain the reasons behind the updates and how they align with company goals or legal requirements.]

### Impact:

[Describe how these changes will affect employees/departments and any actions they need to take.]

### Next Steps:

[Provide guidance on what employees should do next, including any training or compliance requirements.]

Please review the attached document for a detailed overview of the updated policy. If you have any questions or need further clarification, do not hesitate to contact [contact person or department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Department]

[Your Contact Information]