



[Your Company Logo or Letterhead]

[Date]

Memo

To: All Employees

From: [Your Name/Title]

Subject: Changes to Paid Time Off (PTO) Policy

Dear Team,

I hope this message finds you well. I am writing to inform you about some important updates regarding our company's Paid Time Off (PTO) policy.

[Provide a brief introduction explaining the reason for the policy change. For example: "As part of our ongoing efforts to ensure fair and consistent policies across the organization, we have reviewed our existing PTO policy and made some necessary adjustments to better align with the needs of both our employees and the company."]

Key Changes:

Accrual Rates: [Detail any changes in how PTO accrues, whether it's increasing, decreasing, or remaining the same. For example: "Effective [Effective Date], employees will now accrue PTO at a rate of [New Accrual Rate] hours per [Time Period]."]

PTO Usage: [Explain any modifications to how PTO can be used. For instance: "We have streamlined the process for requesting PTO, and employees are now required to submit their requests at least [Notice Period] days in advance, except in cases of emergency."]

PTO Carryover: [Specify any adjustments to the carryover policy for unused PTO hours. For instance: "Starting from [Effective Date], employees will be allowed to carry over a maximum of [New Limit] hours of unused PTO into the next calendar year."]

PTO Payouts: [If applicable, mention any changes to the procedure for cashing out PTO upon termination or at the end of the year. For example: "Employees will now have the option to receive a payout for up to [Percentage] of their accrued but unused PTO hours at the end of each calendar year."]

We believe these changes will enhance transparency, fairness, and flexibility in managing your time off while also supporting our company's objectives.

Please take the time to review the updated policy, which will be available in the [specified location, e.g., employee handbook, company intranet]. If you have any questions or concerns regarding these changes, please do not hesitate to reach out to [contact person or department].

Thank you for your attention to this matter and your continued dedication to our company's success.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]