



Policy Change Memo Template

[Your Company/Organization Logo]

[Date]

MEMORANDUM

To: [Recipient(s)]

From: [Your Name/Title]

Subject: Policy Change: [Title of Policy Change]

Date: [Effective Date of Policy Change]

Purpose:

The purpose of this memo is to inform you of a new policy change that will be implemented within [Company/Organization Name]. This change is intended to [briefly explain the rationale behind the policy change].

Policy Change:

[Describe the policy change in detail. Provide background information, rationale, and any relevant details regarding the change. Be clear and concise, and address any potential questions or concerns that recipients may have.]

Key Points:

- [List any key points or highlights of the policy change for easy reference.]
- [Add any important deadlines, if applicable.]
- [Include any actions that recipients need to take in response to the policy change.]

Impact:

[Discuss the potential impact of the policy change on employees, departments, or operations. Address any anticipated challenges and how they will be managed.]

Communication Plan:

[Outline how the policy change will be communicated to relevant stakeholders, including employees, managers, and other affected parties. Specify the communication channels and timeline for dissemination.]

Feedback:

[Encourage recipients to provide feedback or ask questions regarding the policy change. Provide contact information or instructions on how to submit feedback.]

Conclusion:

We believe that this policy change will [state anticipated benefits or improvements]. Your cooperation and support in implementing this change are greatly appreciated. If you have any questions or concerns, please do not hesitate to reach out to [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name/Title]