**MEMO OF POLICY CHANGE**

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| --- | --- |
| **To:** | [Recipients' Names/Departments] |
| **From:** | [Your Name/Position] |
| **Date:** | [Date] |
| **Subject: Notification of Policy Change** | |

**Attachments:**

[Include any relevant documents or detailed policy changes, if applicable]

**Dear [Recipients' Names/Departments],**

This memo is to inform you of an important policy change effective [Effective Date]. The changes are as follows:

[Briefly describe the current policy]

[Describe the new policy]

Key Changes:

[Key Change 1]

[Key Change 2]

[Key Change 3]

[Provide a brief explanation of why the policy is being changed]

[Describe how the change will impact employees, if applicable]

Please review the new policy and ensure compliance by [Compliance Date]. If you have any questions or need further clarification, please contact [Contact Person] at [Contact Information].

Thank you for your attention to this matter and for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]