

POLICY UPDATE NOTIFICATION

Dear :

We hope this message finds you well. As part of our ongoing commitment to maintaining a positive and inclusive work environment, we are pleased to inform you about some important updates to our company policies.

Effective , the following changes will be implemented:

To access the updated policies, please visit . We recommend that you read through the changes to familiarize yourself with each of the updated guidelines. If you have any questions or require clarification, please don't hesitate to reach out to .

Thank you for your continued dedication.

Sincerely,