Policy Release Email Template

Use the template below to help draft your email introducing a new policy to your employees. Note: The graphic image below is a GIF. You may save it to your computer and use it in your email as a way to make your message stand out.

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Change in [COMPANY NAME] Policy

This email is being provided as a follow-up to our all-hands team meeting on [DATE]. As discussed at that meeting, a new policy regarding [POLICY AREA] has been implemented with an effective date of [DATE POLICY GOES INTO EFFECT].

This policy is being introduced to [SUMMARIZE KEY REASONS FOR POLICY INTRODUCTION] and requires that each employee [SUMMARIZE KEY CHANGES REQUIRED BY POLICY]. A copy of the new policy is attached for your reference. You may also find this policy in our updated company handbooks.

Please know that the decision to implement this policy change was not taken lightly. It is in the best interest of everyone on our team that we make this change at this time. Adhering to this policy is mandatory and [I/we/leadership] expect that each of you will be in full compliance.

If you have any questions or concerns about this policy, please do not hesitate to speak with [POLICY OWNER].

Sincerely,