[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**To All Employees**,

**Subject**: **Notification of Updates to the Employee Handbook**

Dear Team,

We are writing to inform you that the [COMPANY NAME] Employee Handbook has been updated, effective [DATE]. These updates reflect our commitment to maintaining a clear and current set of policies and procedures that align with company goals, legal requirements, and industry best practices.

**Summary of Key Updates**:

* [*Policy Name or Section Title*]: *[Brief description of change, e.g., “Updated guidelines on remote work eligibility and expectations.”*]
* [Policy Name or Section Title]: [*Brief description of change, e.g., “Adjusted PTO accrual rates for employees with more than five years of service.”*]
* [*Policy Name or Section Title*]: [*Brief description of change, e.g., “Clarified procedures for reporting workplace harassment.”*]

A full copy of the updated Employee Handbook is attached to this notice and available on [Company Intranet/HR Portal]. We encourage all employees to review the changes thoroughly to ensure a complete understanding of the revised policies.

**Next Steps**:

* If you have questions or need clarification regarding any updates, please contact [HR Contact Name] at [Email Address/Phone Number].
* After reviewing the updated Employee Handbook, please acknowledge receipt and understanding by [*specific action, e.g., “signing the attached acknowledgment form and returning it to HR by [Date]”*].

We appreciate your cooperation in staying informed about these important updates and your ongoing dedication to maintaining a positive and productive work environment.

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................

**Acknowledgment of Receipt**

I acknowledge receipt of this notice and understand the information and disciplinary action described herein.

Employee Signature: .........................................

Employee Name: .........................................

Date: .........................................