[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**Subject: Request for Your Feedback on Our New Policies**

Dear [Employee’s Name],

We’re reaching out to invite your feedback on the recent updates to our company policies, which took effect on [EFFECTIVE DATE]. These updates were made to better support our team, align with evolving workplace standards, and ensure clarity in how we work together.

**Key Policy Updates Include:**

* [*Highlight Change 1, e.g., “Adjusted remote work guidelines to offer more flexibility.”*]
* [*Highlight Change 2, e.g., “New procedures for time-off requests and approvals.”*]
* [*Highlight Change 3, if applicable.*]

You can review the updated policies in full at [Intranet Link/Attached Document].

**Why Your Feedback Matters:**

We want to make sure these changes are practical, clear, and helpful. Your perspective is essential in identifying what’s working well and what might need further clarification or improvement.

Please share your thoughts with us by [*feedback deadline, if any*] through [*feedback form/email/survey link*]. All feedback will be reviewed carefully and used to shape future updates.

If you have any questions or would like to discuss the changes directly, feel free to reach out to [Manager Name or HR Contact] at [Email Address/Phone Number].

Thank you for your continued contributions to [COMPANY NAME]. We value your input and appreciate your support in shaping a better workplace.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]