## horizontal line**Sample Memo from HR to Staff**

**MEMORANDUM**

#### **To:**

All Staff

#### **From:**

[HR Manager’s Name/HR Department]

#### **Date:**

[Current Date]

#### **Subject:**

**[Topic of the Memo, e.g., “Updated Leave Policy”]**

### **Introduction**

We are pleased to inform you about a recent update in our company policies. This change aims to enhance employee experience and align with current organizational needs.

### **Main Message**

Effective from [Effective Date], the following policy changes will take place:

* **[Policy Update 1]:** [Details of the change]
* **[Policy Update 2]:** [Details of the change]
* **[Policy Update 3]:** [Details of the change]

### **Action Required**

* **Review:** Please familiarize yourself with the updated policy.
* **Contact HR:** If you have any questions or concerns, please reach out to HR at [HR Contact Details].

### **Conclusion**

We appreciate your attention to these changes and your ongoing commitment to our organization.

Sincerely,

**[HR Manager’s Name]**[HR Manager’s Position]  
[Contact Information]