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# 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]