

Explanation Letter to Employee

Date: [Insert Date]

From:

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Employee's Name]

[Employee's Job Title]


[Company Name]

Subject: Explanation of [Decision or Policy]

Dear [Employee's Name],

This letter serves to explain the recent decision/policy regarding [mention the specific decision or policy]. We understand that this change may affect various aspects of your daily responsibilities and want to ensure you fully understand the reasons behind our decision.

[Provide a detailed explanation of the decision or policy, including the factors that led to its implementation and how it is expected to impact the team and the company.]



We appreciate your cooperation and are committed to supporting you through this transition. Please feel free to reach out with any questions or concerns you may have.

Sincerely,

[Your Full Name]

[Your Signature (if sending a hard copy)]