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)]**