

Letter to Confirm New Policies Implementation

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

This letter has been written in order to confirm the policies which were discussed in last meeting held on Monday. Those policies have been summarized and are given below:

The new policies should be known by all sub ordinates so that they can handle all the uncertainties like those which emerged in past. Your support for the implementation of the policies I required and we hope that the new policies will be very much beneficial for both company and the people working in it.

Sincerely,

[Your Name]

[Senders Title] -Optional-