

Letter to Notify Employee(s) about a New or Change in Policy

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

To all employees,

It is to notify that we have introduced our new salary withdrawal policy. This will be a temporary policy. All employees are notified that the policy of monthly withdrawal of salary has been changed to weekly withdrawals. You'll now be able to withdraw your salaries on the weekly basis. Be clear that the monthly salary withdrawal has not been made fully unavailable. Both options are open for use until this new policy is made permanent, therefore, those employees who prefer the monthly withdrawal can continue to do so. This policy will take effect from [enter date]. You are requested to submit your feedback on the policy after a month of its activation. Depending on the feedback, the policy will be made permanent or otherwise will be resumed to the older monthly withdrawal policy.

Thank you!

Sincerely,

[Your Name]

[Senders Title] -Optional-