

New Policy Introduction Letter

This package contains:

1. Instructions & Checklist for New Policy Introduction Letter
2. New Policy Introduction Letter

Instructions & Checklist for New Policy Introduction Letter

- This package contains (1) Instructions & Checklist for a New Policy Introduction Letter; and (2) New Policy Introduction Letter;
- This form is designed to assist you in drafting a letter to introduce a new company policy.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

As a valued member of [Company Name], I know you share our commitment to excellence.

From time to time, it becomes necessary to amend company policies or enact new ones. This is always done with the intention of increasing efficiency, improving worker safety or enhancing customer satisfaction.

As of [Date], the following policy will go into effect:

[New Policy]

This replaces the currently policy on [Policy Being Amended]. *[Delete sentence if not applicable.]*

Should you have any questions or concerns regarding this matter, please feel free to contact me. In the meantime, I thank you again for all you do on behalf of [Company Name].

Sincerely,

[Your Name]
[Title if any or delete if none]