Policy update announcement email

Send it two to four weeks before the effective date for most changes, after managers have been briefed. Legal or safety changes that apply immediately go out the day they are approved, with a short follow-up once questions come in.

NEW POLICY

Subject: New policy: [Policy Name], effective [Effective Date]

Hi team,

Starting [Effective Date], we're introducing a new [Policy Name] policy.

What it means for you:

- [Change 1, e.g. Expense reports must be submitted within 30 days of the purchase.]
- [Change 2]
- [Change 3]

Why we're doing this: [One or two plain sentences, e.g. late reports have delayed month-end close by up to a week.]

The full policy is here: [Policy Link]. Please read it and click to acknowledge by [Acknowledgment Deadline].

Your manager will cover it in your next team meeting, and [HR Contact] can answer questions at [HR Email].

Thanks,

[Your Name]
[Title], [Company]

CHANGE TO AN EXISTING POLICY

Subject: Update to our [Policy Name] policy on [Effective Date]

Hi [First Name],

We've updated the [Policy Name] policy. The changes take effect on [Effective Date].

What's changing:

- Before: [Old rule]
- After: [New rule]

What's not changing: [Reassure on the parts people will worry about, e.g. your current PTO balance

carries over.]

The reason: [Short explanation].

Read the updated policy, with changes highlighted, here: [Policy Link]. Please acknowledge it by [Acknowledgment Deadline].

Questions are welcome. Reply to this email or join the open Q&A on [Q&A Date] at [Q&A Time].

[Your Name]
[Title], [Company]

URGENT OR LEGALLY REQUIRED

Subject: Action required: [Policy Name] update effective today

Hi team,

Effective immediately, [specific rule, e.g. all visitors to the production floor must sign in at the security desk and wear a visitor badge].

This change is required because [reason, e.g. a new customer contract / a change in state law / a safety review].

What you need to do today: [Action].

The full policy is here: [Policy Link]. If you have questions, contact [Contact Name] at [Contact Email or Phone].

Thank you for acting on this quickly.

[Your Name]
[Title], [Company]

FRONTLINE / SHIFT TEAMS

Subject: [Site Name]: new [Policy Topic] rule starts [Effective Date]

Hi [First Name],

Quick heads-up: starting [Effective Date], [the rule in one sentence].

What this means on your shift: [Practical example, e.g. if you need to swap a shift, request it in the scheduling app at least 48 hours ahead instead of texting your lead.]

Your supervisor will go over it at the start-of-shift huddle. You can read the full policy at [Policy Link] or on the break room board.

[Your Name]
[Company] HR

SUBJECT LINE IDEAS

- New policy: [Policy Name], effective [Effective Date]
- Update to our [Policy Name] policy
- What's changing in [Policy Name] and why
- Action required: please acknowledge the updated [Policy Name]
- Heads-up: new [Policy Topic] rule starts [Effective Date]
- Your questions on the new [Policy Name] policy, answered
- Reminder: [Policy Name] changes take effect [Effective Date]

SMS / WHATSAPP VERSION

[Company] HR: Starting [Effective Date], [rule in one short sentence]. Details at [Policy Link] or ask your supervisor. Reply STOP to opt out.

Placeholders to replace: [First Name], [Policy Name], [Policy Topic], [Effective Date], [Policy Link], [Acknowledgment Deadline], [HR Contact], [HR Email], [Q&A Date], [Site Name], [Your Name], [Title], [Company]