[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

To All Employees,

**Subject: Changes to Holiday Entitlement Policy**

Dear Team,

We are writing to inform you of important updates to [Company Name]’s holiday entitlement policy, which will take effect from [EFFECTIVE DATE]. These changes are being made to ensure consistency, fairness, and alignment with company goals and industry standards.

**Key Changes to the Policy**:

1. [*Change 1, e.g., Increase/Decrease in Annual Leave Entitlement]: [Details of change, e.g., “The annual leave entitlement will increase to [Number] days per year for all full-time employees.*”]
2. [*Change 2, e.g., Carry-Over Policy]: [Details of change, e.g., “Employees may now carry over up to [Number] days of unused leave into the next calendar year.”*]
3. [*Change 3, if applicable]: [Details of any other changes*].

**What This Means for You**:

* These changes will apply to all employees from [EFFECTIVE DATE].
* [*Optional: “Any previously approved holiday requests remain valid and unaffected by these updates.”*]

**Next Steps**:

We encourage all employees to review the updated Holiday Entitlement Policy, available in [*specific location, e.g., “the HR portal” or “attached to this email”*].

If you have any questions about how these changes affect your holiday entitlement or need further clarification, please contact [HR Contact Name] at [Email Address/Phone Number].

We appreciate your understanding and cooperation as we implement these updates.

**Yours sincerely,**

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................