[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Policy Update Memo

Document: _____ **Date:** _____

From: _____ **To:** All staff

Subject: Policy update - [Policy name]

[Company name] announces a revised [Policy name]. This memo supersedes [Previous document title].

Current policy: _____

Revised policy: _____

Effective: [Effective date]**. From that date, follow the revised policy, not the version it replaces.**

What staff must do Read the revised [Policy name], especially [Policy section], before [Effective date].

Follow the revised policy from [Effective date].

Direct questions to [Manager name], [Manager job title].

Acknowledged: _____ Name: _____ Date: _____