[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
[Doc ID]	[Date]	[Manager name], [Manager job title]	All staff

Subject: Policy update - [Policy name]

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

Current	Revised
[Previous policy summary]	[Revised policy summary]

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: _____