[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: NEW LEAVE POLICY**

Dear [CONTACT NAME],

This is to inform all staff members of an amendment to the company Leave Policy of which you will receive a copy.

Notice of your intention to take leave must now be given no less than [NUMBER] days prior to the intended date of leave unless it is an emergency. This will enable us to employ temporary staff, if necessary, and to schedule leave in a way that will not be disruptive to the company.

Thank you for your cooperation.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]