**Date:**

**To**

**[The Recipient]**

**RE. COMPANY’S POLICY CHANGE ANNOUNCEMENT**

Dear Employees/Workers,

This letter announces a change in the company’s policy on giving benefits while resigning, getting terminated, or getting a retirement in any category. The letter serves as an announcement to all the employees from grade RT-01 to RT-18. This is a general announcement and thus a copy of the letter has been submitted to the Federal and Internal Board of Employee Rights (FIBER) and Federation of Organizational Policies (FedOP).

The Board of Directors with the coordination of the management and finance department has decided to change the policy of the company on benefits on getting terminated, resignation, or retirement. The policy of the company called Career Benefits Policy was propounded and stated by the Director-General Ms. Melsy (2012-2018).

The policy has certain gaps and is hence contradictory at several levels. Moreover, the previous records of the FY of the company show a constant decline in the company’s gains and profits. It has been majorly caused by Covid-19 and other economic fallouts in the previous years.

Thus, to cater to this cult of policy paradox and economic haps, it has been decided to change the Career Benefits Policy 2016. According to the updated policy i.e. Career Benefits Policy 2021, an employee shall be subjected to no benefits after getting terminated or resigning willfully. Only an amount of 15% of his/her total salary shall be paid as a farewell bid once. Moreover, another amendment has been done with point 9 (iii) of the Retirement Section in which, priorly, an employee was subjected to all the retirement benefits after getting retirement on completing a period of 19 years of working that falls in Cat-C of the Retirement Section.

According to the new policy, an employee can get retirement after completing 23 years of working in Cat-C otherwise it shall be rendered as willful resignation. Cat-A and Cat-B shall operate on the previous methods and no change has been done with them.

We expect a good deal of cooperation and support from our worthy employees in this change/update in the policy. For any query or suggestions, write to the General Manager at [EMAIL].

Best Regards

Emily Stanwood  
Assistant Manager  
OPUS Corporate and CO.  
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San Francisco, CA  
USA