June 3, 2013

«AddressBlock»

«GreetingLine»

This month, the Human Resources department will begin drafting a new Policies & Procedures Guide. Before the development team begins work, it is important that we receive suggestions and input from all workers – especially our contractors. Given your experience as «Job\_Title», perhaps you could lend us your insight in that area.

Please submit your suggestions for issues in the new guide as soon as you can. Our goal is to complete a rough draft of the guide by the end of the month.

Thank you for your participation. Together, we will make the new Policies & Procedures Guide a success.

Sincerely,

Director of Human Resources