Good afternoon everyone,

Thank you for joining us today. I'm here to share some important updates about a new policy we will be implementing starting next month. Our goal with this change is to enhance our efficiency and transparency across the board.

Firstly, let me explain what the new policy involves. We will be adopting a structured framework for project reporting. This means all teams will be required to submit weekly progress reports, which will help us track our goals more effectively and address any challenges promptly.

The decision to implement this policy was made after consulting with department heads and considering feedback from recent surveys. We have listened to your concerns about communication gaps, and this policy is a direct response to that.

It's important to note that this change is aimed to support your work, not hinder it. We are committed to minimizing any administrative burden by providing all necessary resources and training to smoothly transition into this new process.

We believe that by working together and embracing this change, we can achieve greater clarity and unity in our efforts.

I'm open to answering any questions now and over the next few weeks as we prepare for implementation. Your feedback during this transition is crucial, and we encourage you to share your thoughts.

Thank you for your cooperation and your commitment to our shared success.

Best regards,

[Your Name]

[Your Position]