Internal Email Example

From: Human Resources <fraudulentaccount@email.com>

Subject: \*PLEASE RESPOND\* Changes to Twitter’s Employee Handbook



<Company Logo with Hyperlink Attached>

Good morning,

Human Resources has released updates to the Employee Handbook. In this version, you will find new language on the organization’s remote work policy, computer-based training requirements, and improved benefits package. Please follow the link here <embedded hyperlink to the site> to review and acknowledge the changes. If this is not completed in 24 hours, your direct supervisors will be informed and instructed to take further action.

Your timely cooperation is much appreciated.