

Sample Email

Subject: New Policy

I have resolved the issue that you brought up at the last team meeting regarding inconsistency of referral form completion. Everyone on the team should let me know if you get an uncompleted referral form.

There is a new policy regarding slip and fall safety. They have decided this is necessary and everyone needs to read and sign it.

Also, please mark your calendars for an organization-wide meeting that has been scheduled for November 13th.

Please read the slip and fall policy and follow-it effective immediately. It is attached here, and you need to sign a confirmation that you reviewed it and put it in my mail slot.

Team Lead

Let's check in...