

To: All Employees

From: [Name of CEO/Founder]

Date: [Date]

Subject: Company Update: Series A Funding and Policy Enhancements

Dear Team,

I am proud to officially announce that [Company Name] has successfully closed our Series A funding round, raising [Amount] led by [Lead Investor Name]. This milestone is a testament to your hard work and dedication to our mission.

With this new capital, we are committed to investing in our most valuable asset: our people. To support our next phase of growth, we are introducing the following policy expansions, effective [Effective Date]:

- **Health & Wellness:** [Details of improved insurance or wellness stipends].
- **Professional Development:** [Details of new learning budgets or training programs].
- **Time Off:** [Updates to PTO, parental leave, or flexible work policies].
- **Equity & Compensation:** [Brief mention of adjustments or stock option updates].

Our People Operations team will hold a Town Hall meeting on [Date/Time] to walk through these changes in detail and answer any questions you may have.

Thank you for being part of this journey. Together, we will continue to build something extraordinary.

Best regards,

[Signature]

[Name]

[Title]

[Company Name]