

Notice of Update to Employee Privacy Policy

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you that we have updated our Employee Privacy Policy, effective [Effective Date]. The updates reflect our commitment to safeguarding your personal information and ensuring compliance with the latest regulations.

Key Changes Include:

- [Change 1]
- [Change 2]
- [Change 3]

We encourage you to review the updated policy in detail, which can be found on our internal website at [Link to Policy]. If you have any questions or concerns regarding these changes, please do not hesitate to contact your supervisor or the HR department.

Thank you for your attention to this important matter.

Best regards,
[Your Name]
[Your Position]
[Company Name]