

Policy Update Notification

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of an important update to our technology usage policy, effective [Effective Date]. This update is designed to enhance our cybersecurity measures and ensure a productive work environment.

Key Changes Include:

- Strict guidelines on personal device usage during work hours.
- Revised protocols for accessing company data remotely.
- Mandatory training sessions on data protection and privacy.

Please review the revised technology usage policy attached to this email. It is crucial that all employees adhere to these guidelines to maintain our security standards.

If you have any questions or concerns regarding this update, feel free to reach out to your supervisor or the HR department.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]