

# Workflow Update Authorization Notice

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Authorization for Workflow Update

Dear [Recipient Name],

We are writing to inform you that there have been updates to the workflow procedures starting [Insert Start Date]. These changes have been put in place to enhance productivity and ensure compliance with our operational standards.

Please review the attached document detailing the updated workflows. Your signature is required to confirm your understanding and acceptance of these changes.

To authorize the updates, kindly sign below and return this notice by [Insert Deadline].

Authorized Signature: \_\_\_\_\_

Name: [Recipient Name]

Title: [Recipient Title]

Date: \_\_\_\_\_

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]