

Notice of Software Access Policy Change

Date: [Insert Date]

To: All Employees

From: [Your Name] / [Your Position]

Dear Team,

We are writing to inform you about an important change to our software access policy that will take effect on [Effective Date]. This update is designed to enhance security and ensure compliance with industry standards.

Key Changes:

- Access to [Specific Software] will be restricted to [Eligible Users/Departments].
- All users must complete [Training/Certification] before accessing the software.
- New password protocols will be implemented, requiring [Describe Changes].

Please review the updated policy attached to this notice. It is crucial that you understand and comply with these changes. If you have any questions or concerns, feel free to reach out to [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]