

Notification of Amendment to Software Usage Policy

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of an amendment to our Software Usage Policy. This amendment will take effect on [Effective Date] and is designed to enhance the security and efficiency of our software usage across the organization.

Key changes include:

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

Please take a moment to review the updated policy attached to this notification. Your compliance is essential to maintaining a safe working environment and ensuring our software resources are used effectively.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]