

Infectious Disease Surveillance Protocol Shift

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Protocol Shift in Infectious Disease Surveillance

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a shift in our infectious disease surveillance protocol that will be implemented effective [Start Date of New Protocol]. This change is prompted by the need to enhance our response to emerging infectious diseases and optimize our surveillance capacities.

Key changes include:

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

We believe these adjustments will significantly improve our ability to monitor and respond to potential outbreaks. Training sessions for all relevant personnel will be conducted on [Training Date] to ensure a smooth transition.

Please feel free to reach out if you have any questions or require further clarification regarding these changes.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]