

Notification of IT Disaster Recovery Policy

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name/Department]

Dear [Insert Recipient's Name],

We are writing to inform you of the updated IT Disaster Recovery Policy that has been established to ensure the continuity of operations and protect critical information during unforeseen events.

This policy outlines the procedures for responding to IT disasters, including but not limited to natural disasters, cyber attacks, and hardware failures. It is vital for all employees to be familiar with these procedures to minimize disruption to our services.

The key components of the IT Disaster Recovery Policy include:

- Roles and Responsibilities
- Communication Protocols
- Recovery Time Objectives (RTO)
- Testing and Drills
- Policy Review and Updates

Please take the time to review the complete policy document attached to this email. Your understanding and cooperation are essential in ensuring the effectiveness of our disaster recovery efforts.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]