

# Notice of Update: IT Disaster Recovery Procedure

Date: [Insert Date]

To: All Staff

Dear Team,

This letter serves to inform you that there have been updates to our IT Disaster Recovery Procedure. As part of our ongoing commitment to ensuring the integrity and availability of our IT services, we have revised the procedures to better align with industry standards and best practices.

## **Key Updates Include:**

- Improved backup protocols
- Revised recovery time objectives (RTO)
- Updated contact information for recovery team
- Enhanced testing methods for disaster recovery plans

Please review the updated procedure document available on the company's intranet by [Insert Date]. We encourage everyone to familiarize themselves with these changes and their implications for your specific roles.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]