

Notification of Amendment to Tech Policy

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Formal Amendment to Technology Policy

Dear [Recipient's Name],

We are writing to inform you of a formal amendment to our technology policy that will take effect on [Effective Date]. The purpose of this amendment is to address [briefly describe the purpose of the amendment].

The key changes to the policy are as follows:

- [Briefly describe change 1]
- [Briefly describe change 2]
- [Briefly describe change 3]

Please review the amended policy document attached to this notification. Your acknowledgment of this amendment is appreciated and can be conveyed by signing the attached acknowledgment form.

If you have any questions or require further clarification, do not hesitate to reach out to me directly at [Your Email] or [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]