

Notice of Modification to Tech Policy

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Modification to Technology Policy

Dear [Recipient Name],

We are writing to inform you of an important modification to our Technology Policy, effective [Effective Date]. This change has been made to enhance our security measures and improve overall efficiency.

The key modifications are as follows:

- [Modification 1]
- [Modification 2]
- [Modification 3]

We encourage you to review the updated policy in detail at [Link to Policy Document]. Should you have any questions or require clarification regarding these changes, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]