

Reminder: Tech Policy Update

Dear [Employee/Team Name],

This is a friendly reminder regarding the upcoming update to our technology policy. Ensuring you are informed about these changes is crucial for maintaining compliance and enhancing our security measures.

Update Details:

- **Effective Date:** [Insert effective date]
- **Summary of Changes:** [Brief summary of changes]
- **Additional Resources:** [Link to resource or document]

Please make sure to review the updated policy and reach out to [Contact Person/Department] if you have any questions or concerns.

Thank you for your attention to this important matter.

Best regards,
[Your Name]
[Your Position]
[Your Company]