

# Important Update: Digital Platform Shift

Dear Team,

We are excited to announce that we will be transitioning to a new digital platform to enhance our operational efficiency and improve collaboration.

This change will take effect on **[Effective Date]**. Please be aware of the following key details:

- **Training Sessions:** Mandatory training sessions will be held on **[Dates]**.
- **Access Information:** You will receive your login credentials via email.
- **Support:** A dedicated helpdesk will be available to assist you during the transition.

We appreciate your cooperation and understanding during this shift. Should you have any questions, please do not hesitate to reach out to your supervisor.

Thank you for your continued support.

Best regards,

**[Your Name]**

**[Your Position]**

**[Company Name]**

**[Contact Information]**