

Notification of Changes in ERP User Access Protocols

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of important changes to our ERP user access protocols that will take effect on [Effective Date]. These changes are designed to enhance security and streamline access for all users.

Changes Overview:

- Modification of user roles and permissions based on recent audits.
- Implementation of two-factor authentication for all access points.
- Regular password updates required every [Insert Time Frame].
- Enhanced monitoring for unauthorized access attempts.

All users must complete the new access training by [Training Deadline]. Further details regarding the training schedule will be shared via email.

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to [Contact Person] at [Contact Email/Phone].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]