

Program Modification Notice

Date: [Insert Date]

To: [Team Members' Names]

From: [Your Name]

Subject: Notice of Program Modification

Dear Team,

I am writing to inform you of the recent modifications made to our program, which will take effect on [effective date]. The following changes have been implemented:

- Modification 1: [Description]
- Modification 2: [Description]
- Modification 3: [Description]

These modifications aim to enhance our overall efficiency and align with our project goals. Please ensure that you review the changes and familiarize yourself with the updated procedures.

If you have any questions or require further clarification, feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]