

Business Continuity Policy Update

Date: [Insert Date]

To: [Employee/Team Name]

From: [Your Name/Your Position]

Subject: Update to Business Continuity Policy

Dear [Employee/Team Name],

We are writing to inform you of an important update to the Business Continuity Policy. In response to changing circumstances and to enhance our preparedness, we have reviewed and revised our existing policy.

The key updates include:

- [Key Update 1]
- [Key Update 2]
- [Key Update 3]

Please take a moment to review the updated policy document attached to this email. It is crucial that all employees understand these changes and their implications for our operations.

If you have any questions or need further clarification, please do not hesitate to reach out to me or [designated contact person].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]