

Notice of GDPR Privacy Policy Revision

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about important updates to our GDPR Privacy Policy that will take effect on [Insert Effective Date]. These changes have been made to enhance the protection of your personal data and ensure compliance with the latest regulations.

Key Changes Include:

- Clarification on the types of personal data we collect.
- Updated procedures for handling data subject requests.
- Enhanced rights regarding the access and portability of your personal data.

We encourage you to review the revised policy, which is available [Insert Link/Location of Policy Document]. If you have any questions or concerns, please do not hesitate to reach out to [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]