Subject: Notification of DNS Server Policy Change
To: All Staff
From: IT Department
Date: [Insert Date]

Dear Team,
We want to inform you about an upcoming change to our DNS server policies that will take effect on [Insert Effective Date]. This change is part of our ongoing efforts to enhance network security and improve performance.
Summary of Changes:
- Implementation of [specific change, e.g., stricter access controls]
- Introduction of [new procedures or tools, e.g., monitoring software]
- [Any additional changes]
What This Means for You:
- [Detail how this change will affect the staff, e.g., adjustments in access requests]
- [Instructions regarding any actions that need to be taken, e.g., updating settings]
Timeline:
- The changes will be deployed on [Insert Date].
- We will provide training sessions on [Insert Dates] to ensure everyone is comfortable with the new policies.
Please feel free to reach out to the IT department at [Insert Contact Information] if you have any questions or concerns regarding this update.
Thank you for your attention to this matter.
Best regards,
[Your Name]
[Your Title]
IT Department
[Company Name]
[Contact Information]