

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Employee's Address]

Subject: IT Department Notification

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you about [specific IT update, policy change, system maintenance, etc.].

Details of the Notification:

- [Include specific details, dates, and any impacts on the employee]
- [Important deadlines or actions required from the employee]
- [Contact information for further inquiries]

Thank you for your attention to this matter. We appreciate your cooperation as we work to enhance our IT services.

Best regards,

[Your Name]

[Your Position]

IT Department

[Company Name]

[Contact Information]