

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Position]

[Department/Team]

Subject: IT Department Policy Update

Dear [Employee Name],

We are writing to inform you of updates to the IT department policies that will take effect on [Effective Date]. These changes are designed to enhance security, improve efficiency, and ensure compliance with industry standards.

****1. Policy Changes****

- [Briefly outline the specific policy changes]
- [Detail any new procedures]
- [Mention any tools or software that will be introduced]

****2. Implementation****

- [Explain how the changes will be rolled out]
- [Include any training sessions or resources]

****3. Responsibilities****

- [State the responsibilities of employees regarding the new policies]
- [Mention any points of contact for questions or clarifications]

We appreciate your cooperation and commitment to adhering to these updated policies. For full policy documentation, please visit [link or location].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

IT Department