

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Position]

[Department]

Subject: Notification about Zscaler Implementation

Dear [Employee Name],

We are pleased to inform you that [Your Company Name] will be implementing Zscaler, a cloud-based security platform, to enhance our cybersecurity measures. This initiative aims to provide a safer working environment and protect our sensitive data from potential threats.

Key Details:

- ****Implementation Date****: [Start Date]
- ****Training Session****: [Date & Time]
- ****Support Contact****: [IT Support Contact Information]

We encourage you to familiarize yourself with Zscaler and participate in the upcoming training session to ensure a smooth transition. Should you have any questions, feel free to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]