

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Update on Zscaler Policy

We hope this message finds you well. We are writing to inform you of an important update regarding our Zscaler policy that will take effect on [Effective Date].

As part of our ongoing commitment to maintaining a secure and efficient cloud-based environment, we have reviewed and updated our Zscaler policies to enhance our security posture and improve user experience. The key changes to the policy include:

1. **[Change 1 Description]**

- Details on how this change will impact users.

2. **[Change 2 Description]**

- Explanation of the reasons for this update and its benefits.

3. **[Change 3 Description]**

- Guidance on compliance and any necessary actions for users.

We encourage all employees to familiarize themselves with the updated policy, which is accessible on our internal [Intranet/Policy Document Link]. Training sessions and resources will also be provided to ensure a smooth transition.

If you have any questions or require further clarification regarding these updates, please do not hesitate to reach out to [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number].

Thank you for your attention to this important matter and for your continued cooperation.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]