

To: All Employees

From: [Department Name/Compliance Officer]

Date: [Insert Date]

Subject: Acknowledgement of Updated Vendor Risk Management (VRM) Policy

Dear Employee,

This letter serves to notify you that the company has updated its Vendor Risk Management (VRM) Policy, effective [Insert Date].

The updated policy outlines our mandatory procedures for identifying, assessing, and monitoring the risks associated with third-party vendors and service providers. These updates are critical to ensuring the security of our data, financial integrity, and regulatory compliance.

By signing this document, you acknowledge the following:

- I have received a copy of the updated Vendor Risk Management Policy.
- I have read and understood the responsibilities assigned to me regarding vendor selection, due diligence, and ongoing monitoring.
- I agree to comply with the guidelines set forth in this policy.
- I understand that failure to adhere to this policy may result in disciplinary action.

If you have any questions regarding these updates, please contact [Insert Department/Contact Name].

Employee Signature

Employee Printed Name

Date