

**Subject:** Action Required: System Update and Electronic Tracking Setup

Dear [Employee Name],

To improve operational efficiency and security, we are implementing a mandatory system update that includes new electronic tracking features. Please follow the instructions below to update your workstation and activate tracking.

### **Step 1: System Update Installation**

- Close all open applications and save your work.
- Open the **[System Control Panel/Software Center]**.
- Select **"Check for Updates"** and click **"Install"** on version [Update Version Number].
- Restart your computer when prompted.

### **Step 2: Electronic Tracking Activation**

- Log in to the system using your corporate credentials.
- Navigate to the **[Settings/Privacy]** menu.
- Locate the **"Electronic Tracking & Logging"** section.
- Toggle the status to **"ON"**.
- Click **"Verify Connection"** to ensure your location and activity logs are syncing with the central server.

### **Compliance Deadline**

All employees must complete these steps by **[Insert Date]**. Failure to update may result in a loss of network access.

If you encounter any technical difficulties, please contact the IT Help Desk at [Phone Number] or email [Email Address].

Best Regards,

[Sender Name]

[Title]

[Department Name]