

Adjusted Technology Policy Instructions

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Updated Technology Policy Guidelines

Dear [Recipient Name],

We are writing to inform you of recent adjustments to our organization's technology policy. These updates aim to enhance our cybersecurity measures and ensure compliance with industry standards. Please find below the key instructions to follow:

1. Device Security

All employees are required to ensure that their devices have updated antivirus software and are regularly patched to protect against vulnerabilities.

2. Password Management

Passwords must be a minimum of 12 characters and include a combination of uppercase letters, lowercase letters, numbers, and special characters. Passwords should be changed every 90 days.

3. Data Protection

Sensitive data must be encrypted both in transit and at rest. Ensure that all documents containing sensitive information are stored in secure locations.

4. Internet Usage

Please adhere to our policy regarding internet usage during company hours. Non-work-related activities should be minimized to avoid potential security risks.

Your cooperation in implementing these adjusted policies is greatly appreciated and essential for maintaining a secure work environment. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]