Notice of Changes to Technology Guidelines

Date: [Insert Date]

To: All Employees

From: [Your Name] / [Your Title]

Subject: Updates to Our Technology Guidelines

Dear Team,

We are writing to inform you of important updates to our technology guidelines that will take effect on [Effective Date]. These changes are aimed at enhancing our security protocols and improving overall efficiency in the workplace.

Summary of Changes:

- Increased password complexity requirements.
- Mandatory two-factor authentication for all company accounts.
- Updated software installation protocols.
- Revised guidelines on the use of personal devices for work purposes.

Please review the full updated technology guidelines attached to this letter. It is important that all employees familiarize themselves with these changes to ensure compliance and maintain the integrity of our technology systems.

If you have any questions or require further clarification, do not hesitate to reach out to the IT department at [IT Contact Information].

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

Sincerely,

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