

# Staff Advisory: Updates to Technology Policy

Date: [Insert Date]

Dear Team,

We hope this message finds you well. As part of our ongoing efforts to ensure a secure and productive working environment, we would like to inform you of important updates to our technology policies.

## Key Updates:

- **Data Security:** Enhanced protocols for data protection including mandatory two-factor authentication.
- **Software Usage:** A revised list of approved software and applications that can be utilized within the workplace.
- **Remote Work Guidelines:** Updated procedures for accessing company resources while working remotely.

Please familiarize yourself with these changes in detail by reviewing the updated technology policy document attached to this advisory.

Your adherence to these policies is crucial in maintaining a safe and efficient workplace. If you have any questions or require further clarification, feel free to reach out to the IT department.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]