

Cybersecurity Training Protocol Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Your Title]

Subject: Update to Cybersecurity Training Protocol

Dear [Recipient's Name],

We are writing to inform you about an important update to our cybersecurity training protocol. As part of our ongoing commitment to safeguarding our digital environment, we have revised our training guidelines to ensure that all employees are equipped with the latest knowledge and practices in cybersecurity.

Key Updates Include:

- Introduction of new training modules focusing on phishing awareness and data protection.
- Mandatory annual refresher courses for all staff.
- Enhanced assessment methods to gauge understanding and retention of cybersecurity practices.

All employees will be required to complete the updated training by [Insert Deadline]. Please find the updated training materials attached for your review.

Should you have any questions or require further information, feel free to reach out.

Thank you for your attention to this matter and your continued commitment to maintaining our cybersecurity standards.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]