Announcement of Security Policy Change

Date: [Insert Date]

To: All Employees

From: [Your Name]

Subject: Important Changes to Our Security Policy

Dear Team,

We are writing to inform you of an important update to our company's security policy, effective [Insert Effective Date]. This change is necessary to enhance the security of our information and systems and to comply with industry standards and regulations.

Key changes to the policy include:

- Updated password management guidelines
- Mandatory two-factor authentication for all accounts
- New procedures for reporting security incidents
- Enhanced data encryption protocols

We encourage you to review the complete security policy document attached to this email and to familiarize yourself with the new requirements. Training sessions will be scheduled to provide further details and address any questions you may have.

Your cooperation and diligence in adhering to these updated policies are crucial in protecting our company and its assets. If you have any questions or concerns, please do not hesitate to reach out to the IT Security Team at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

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