

# Subject: Important Update to Our Cyber Security Policy

Dear Team,

We are writing to inform you about the recent updates to our Cyber Security Policy, effective [Insert Date]. As we strive to protect our customers' information and our retail operations, it is crucial that we remain proactive in the face of evolving cyber threats.

The key updates to the policy include:

- Implementation of multi-factor authentication for all employee accounts.
- Regular training sessions on identifying phishing attempts and safe browsing practices.
- Enhanced protocols for data encryption across all platforms.
- Stricter guidelines for remote access to our systems.

Please review the updated policy document attached to this email. It is essential that all employees understand and adhere to the new guidelines to maintain the integrity and security of our operations.

If you have any questions or need further clarification, do not hesitate to contact the IT Security Team at [Insert Email].

Thank you for your cooperation in keeping our retail environment secure.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]