

Notification of Changes to the Cybersecurity Policy

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Updates to the Cybersecurity Policy Overview

Dear [Recipient's Name],

We are writing to inform you of important changes to our Cybersecurity Policy, which will take effect on [Insert Effective Date]. These updates are designed to enhance our security measures and protect sensitive information more effectively.

Key Changes Include:

- **Increased Password Security:** Implementation of multi-factor authentication.
- **Employee Training:** Mandatory annual cybersecurity training for all staff.
- **Incident Response:** Revision of the incident response plan to ensure timely action.

We encourage you to review the updated policy document, which is attached for your reference. Your understanding and adherence to these changes are crucial for our organization's cybersecurity posture.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]