

# Cybersecurity Policy Refresh Notice

Date: [Insert Date]

Dear [Employee/Team Name],

We would like to inform you that our cybersecurity policy has been updated to address emerging threats and enhance our security posture. It is imperative that all employees review the refreshed policy to ensure compliance and maintain the integrity of our organizational data.

Please find the updated cybersecurity policy attached for your review. We encourage you to pay special attention to the following key changes:

- Update on password requirements
- Guidelines for the use of personal devices
- Reporting incidents and suspicious activity

We expect all employees to familiarize themselves with these changes by [Insert Deadline]. Should you have any questions or require clarification, please do not hesitate to reach out to the IT Security Team.

Thank you for your attention to this important matter and for your ongoing commitment to keeping our organization secure.

Best regards,

[Your Name]

[Your Position]

[Company Name]