

Dear [Team/Employee Name],

As part of our ongoing commitment to maintaining the highest standards of cybersecurity, we are implementing updated practices that will take effect on [date]. These changes are designed to enhance our security posture and protect our sensitive information.

Please review the following updates:

- **Password Management:** All employees are required to use complex passwords and enable two-factor authentication.
- **Device Security:** Ensure all devices are equipped with the latest security updates and antivirus software.
- **Phishing Awareness:** Be vigilant about suspicious emails and report any potential phishing attempts immediately.
- **Data Handling:** Follow the updated data handling procedures to safeguard confidential information.

Your cooperation in adopting these practices is crucial for our collective security. For any questions or further clarification, please feel free to reach out to the IT department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]