

Advisory Notice: Password Policy Modification

Date: [Insert Date]

Dear [Employee/Team Name],

We are writing to inform you of an important update to our password policy aimed at enhancing the security of our systems and protecting sensitive information.

Effective [Insert Effective Date], the following modifications will be implemented:

- Password length will now require a minimum of [Insert Number] characters.
- Passwords must include a mix of uppercase letters, lowercase letters, numbers, and special characters.
- Password expiration will occur every [Insert Number] days.
- Two-factor authentication will be required for access to sensitive systems.

We encourage all employees to review their current passwords and make adjustments as necessary to comply with the new policy.

If you have any questions or need assistance, please feel free to reach out to the IT department at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]