Attention All Employees

We would like to inform you of the revised password guidelines that will take effect immediately.

New Password Guidelines:

- Passwords must be at least 12 characters long.
- Passwords should include a mix of uppercase letters, lowercase letters, numbers, and special characters.
- Passwords must be changed every 90 days.
- Do not reuse the last 5 passwords.
- Password hints should not contain obvious information.

For more information on how to create a strong password, please refer to the IT department's guidelines attached.

Thank you for your attention and cooperation.

Sincerely,

The IT Department