

Subject: Important Updates on Password Security Enhancements

Dear [Employee/Recipient's Name],

We are committed to ensuring the safety and security of our systems and your personal information. As part of our ongoing effort to enhance password security, we are implementing the following updates:

- **Mandatory Password Changes:** All users will be required to update their passwords by [date].
- **Password Complexity Requirements:** Passwords must now include at least 12 characters, contain a mix of upper and lower case letters, numbers, and special characters.
- **Two-Factor Authentication:** We will be introducing two-factor authentication to add an extra layer of security. Details to follow.
- **Password Manager Recommendation:** We recommend using a password manager to help maintain strong and unique passwords.

Your cooperation in complying with these enhancements is essential to protect our organization from security breaches.

If you have any questions or need assistance, please do not hesitate to contact the IT department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]