Notification of Password Policy Update

Dear [Employee's Name],

We are writing to inform you that our organization's password policy has been updated to enhance the security of our systems and data.

Effective [Effective Date], the following changes will be implemented:

- Password length must be at least [New Minimum Length] characters.
- Passwords must include upper and lower case letters, numbers, and special characters.
- Passwords must be changed every [Frequency] days.
- Reuse of the last [Number] passwords will not be allowed.

Please ensure that your passwords comply with the new policy to avoid any access issues. For further information or questions, feel free to contact the IT department.

Thank you for your attention to this important matter.

Best regards,

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