

Data Backup Policy Update

Dear Team,

We are writing to inform you of an important update to our Data Backup Policy, effective [Effective Date]. This update is designed to enhance our data security and ensure the protection of our critical information.

Key Changes:

- Increased frequency of backups to [New Frequency].
- Transition to cloud-based storage solutions for improved accessibility.
- Implementation of end-to-end encryption for all backed-up data.

We encourage everyone to familiarize themselves with the updated policy, which is attached to this message. Should you have any questions or require further clarification, please do not hesitate to reach out to the IT department.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]