

IT Policy Changes Advisory

Date: **[Insert Date]**

To: All Employees

From: IT Department

Dear Team,

We hope this message finds you well. We are writing to inform you about important changes to our IT policies that will take effect on **[Insert Effective Date]**.

The key changes include:

- **Updated Password Policy:** All employees must now create passwords that are at least 12 characters long and include a mix of letters, numbers, and special characters.
- **Remote Work Guidelines:** New protocols for accessing company systems remotely to enhance security.
- **Software Installation Policy:** Employees are required to seek approval before installing any software on company devices.

We encourage you to review the attached documents which provide detailed information about these policies. Your cooperation is fundamental to maintaining our IT security standards.

If you have any questions or concerns, please do not hesitate to reach out to the IT support team at **[Insert Email]**.

Thank you for your attention to this matter.

Best regards,

[Your Name]

IT Department