

Important: Multi-Factor Authentication Required for Remote Work

Dear [Employee Name],

As part of our ongoing commitment to ensure the security of our company data and your personal information, we are implementing Multi-Factor Authentication (MFA) for all remote work access.

What You Need to Do:

1. Download the MFA application: [Link to Application]
2. Follow the instructions to set up your account: [Setup Instructions Link]
3. Test your MFA setup by logging in to your remote work portal.

If you encounter any issues during the setup process, please contact the IT support team at [IT Support Contact Information].

Why MFA?

MFA adds an additional layer of security, making it significantly harder for unauthorized individuals to gain access to our systems. With MFA, you'll be required to provide a second form of verification in addition to your password.

Thank you for your cooperation and understanding in keeping our work environment secure.

Best Regards,

[Your Name]

[Your Position]

[Company Name]