

Important Notification: Change in Cybersecurity Policy

Date: [Insert Date]

To: All Employees

From: [Insert Department/Team]

Subject: Notification of Updates to Cybersecurity Policies

Dear Team,

We are writing to inform you about important changes to our cybersecurity policies that will take effect on [Insert Effective Date]. These changes are designed to enhance our organizational security posture and protect sensitive information.

Key Changes Include:

- Updated password requirements, including the use of two-factor authentication.
- New protocols for remote work and the use of personal devices.
- Mandatory training sessions on identifying phishing attempts.

We strongly encourage you to review the updated policies [Provide Link to Policies] and ensure compliance. Your participation is essential in safeguarding our organization against cyber threats.

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to the IT department at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]