

Compliance Reminder: Cybersecurity Policy

Date: [Insert Date]

Dear [Employee's Name],

This is a reminder regarding the importance of adhering to our Cybersecurity Policy. As part of our commitment to safeguarding the company's assets and sensitive information, it is essential that all employees comply with the established guidelines.

Key points of the Cybersecurity Policy include:

- Use strong passwords and change them regularly.
- Report any suspicious activity immediately.
- Attend mandatory cybersecurity training sessions.
- Ensure all software is updated and secure.

Failure to comply with these policies can result in disciplinary action. We appreciate your attention to this matter and your dedication to maintaining a secure working environment.

If you have any questions or require further information, please feel free to contact the IT department.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]