

Subject: Cybersecurity Compliance Update

Dear Team,

As part of our ongoing commitment to maintaining the highest standards of cybersecurity, we would like to provide you with an important update regarding our compliance measures.

Key Updates:

- All employees are required to complete the new cybersecurity training module by [date].
- Policy changes regarding password management will take effect on [date]. Please review the updated guidelines attached.
- Regular phishing simulation tests will be conducted starting [date], to help increase awareness and preparedness.

We understand that cybersecurity is a shared responsibility. Your cooperation and adherence to these updates are crucial in protecting our organization from potential threats.

If you have any questions or need further clarification, please do not hesitate to reach out to the IT department.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]