

IT Department Best Practices Reminder

Dear Team,

As we continue to enhance our IT infrastructure and services, we would like to remind everyone of the best practices that contribute to our success:

- Always use strong passwords and update them regularly.
- Be cautious of phishing attempts and suspicious emails.
- Ensure all software is up to date with the latest security patches.
- Regularly back up important data and documents.
- Report any IT issues or concerns immediately to the help desk.
- Participate in ongoing training and workshops.

Your adherence to these practices is vital in safeguarding our systems and information. Thank you for your cooperation!

Best Regards,
The IT Department