

IT Department Policy Clarification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Clarification of IT Department Policies

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify certain aspects of the IT department policies that may require further explanation in light of recent inquiries.

Policy Clarification Section

- 1. Use of Company Devices:** All employees must ensure that company devices are used solely for work-related purposes, following our acceptable use policy.
- 2. Password Management:** Employees are encouraged to maintain strong, unique passwords and change them every three months to enhance security.
- 3. Remote Work Guidelines:** Ensure compliance with the remote work policy, specifically regarding data protection and confidentiality.

If you have any further questions or need additional details, feel free to reach out to me directly. Your understanding and adherence to these policies are crucial for our collective security and efficiency.

Thank you for your attention to these matters.

Best regards,
[Your Name]
[Your Position]
IT Department