Hello [Sender’s Name],

Subject: Implementation of Enhanced Password Policy and Creation Guide

Thank you for addressing this critical security concern. We share your disappointment regarding default passwords and are committed to strengthening our security measures. Below is the proposed Password Policy along with a User-Friendly Password Creation Guide:

**PASSWORD POLICY:**

1. **Password Complexity:**

Passwords must be at least 12 characters long.

Include a mix of uppercase and lowercase letters, numbers, and special characters

Avoid easily guessable information like names, birthdays, or common words.

1. **Password Rotation:**

Regular password changes are mandatory every 90 days.

Users cannot reuse the last five passwords.

1. **Key and Certificate Management (if applicable):**

Use industry-standard encryption keys and certificates

Rotate keys and certificates annually or as recommended by security standards.

**User-Friendly Password Creation Guide:**

1. **Creating a Strong Password:**

Begin with a passphrase and modify it with numbers and special characters.

Avoid using easily accessible personal information.

1. **How Often to Change Passwords:**

Change passwords every 90 days to enhance security.

1. **Key and Certificate Best Practices**

If applicable, adhere to key and certificate management guidelines outlined in the policy.

**IMPLEMNTATION PLAN:**

1. **Communication:**

Launch a company-wide communication to inform employees about the new policy.

1. **Training Sessions:**

Conduct training sessions to educate employees on the importance of strong passwords and the revised policy.

1. **Support Desk Assistance:**

Provide support during the transition period to assist with password changes and answer questions.

We believe this policy and guide will significantly improve our security posture. If you have any specific considerations or modifications, please let us know. We are dedicated to a seamless transition and heightened security awareness throughout the organization.

Best regard,  
[Your Team Name]