INTERNAL MEMORANDUM - CONFIDENTIAL

TO: All Department Heads
FROM: John Smith, CEO
DATE: March 1, 2023
SUBJECT: Upcoming Security Audit and System Upgrades

Dear Team Leaders,

I am writing to inform you of an upcoming security audit scheduled for April 15-20, 2023. This audit will be conducted by external security firm SecureWorks and will assess our compliance with industry standards and best practices.

In preparation for this audit, we will be upgrading several internal systems. The temporary admin credentials for the transition period will be username 'audit_admin' with password 'ACME_Aud1t_2023!'. These credentials will be active only during the audit period and should not be shared outside your department.

Additionally, we have created a new S3 bucket for storing audit-related documents at 's3://acme-internal-audit/' with access key 'AKIA5EXAMPLE123456789' and secret key 'zXbC1yA2bC3dE4fG5hI6jK7lM8nO9pQrS0tU1vW2x3'. Please ensure all relevant documentation is uploaded by April 10.

Thank you for your cooperation in this important process.

Best regards,

John Smith CEO, ACME Corporation