Dear **company**,

My team and I are more than happy to share some tips on password policy to ensure that your company is able to implement secure passwords and keep everyone safe. I have listed a few tips and hope that this will be of help to **company**!

If you have any questions, please do not hesitate to contact my team as we are happy to help.

Sincerely,

Team03

Password Policy:

Creating Passwords

* Length of should be at least 8 characters or longer
* Use uppercase letters (A-Z) in password
* Use lowercase letters (a-z) in password
* Use numbers (0-9) in password
* Use special symbols (!@#$%^&\*) in password
* Do not use generic passwords such as “password123” “qwerty” “password”

Maintaining secure passwords

* Do not reuse the same passwords (Ex. a password used for email logins should not be used to create other accounts)
* Change passwords once every 90 days
* Do not share passwords with other people