

****Internal Memo****
****To:**** All Staff
****From:**** [Your Name]
****Date:**** [Insert Date]
****Subject:**** Upgrade to HTTPS Secure Protocol

Dear Team,

I am writing to inform you about an important upgrade to our web infrastructure. In our ongoing efforts to enhance security and protect our data, we will be transitioning from HTTP to HTTPS for all our websites.

****Timeline:****

- The upgrade will begin on [Insert Start Date] and is expected to be completed by [Insert End Date].

****Impact:****

- During the upgrade, some services may experience brief downtime. We appreciate your understanding and patience as we work to improve our security measures.

****Action Required:****

- Please ensure that any internal systems that interact with our web services are updated to use HTTPS by the deadline mentioned above.
- Review any links or bookmarks you may have to ensure they reflect the new HTTPS protocols post-upgrade.

****Support:****

- If you have any questions or need assistance, please reach out to the IT department at [Insert Contact Information].

Thank you for your cooperation as we enhance our security protocols.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Company Name]