

[Your Company Letterhead]

[Date]

[IT Department Manager's Name]

[IT Department]

[Company Name]

[Company Address]

Subject: Letter of Instruction for IT Department Procedures

Dear [IT Department Manager's Name],

This letter serves as a formal instruction regarding specific procedures that should be followed by the IT department to ensure operational efficiency and compliance within our organization.

1. ****User Account Management****

- All new user accounts must be created within 24 hours of request approval.

- User access levels must be reviewed quarterly to ensure proper permissions are maintained.

2. ****Incident Response Procedures****

- All IT incidents should be categorized and prioritized within 1 hour of reporting.

- A detailed incident report should be submitted within 48 hours post-resolution.

3. ****Data Backup Protocol****

- Daily backups of all critical data must be performed, with verification checks conducted weekly.

- Backup data should be stored securely offsite to ensure disaster recovery capabilities.

4. ****Software Updates and Patching****

- Routine software updates and security patches must be executed on a monthly basis.

- Emergency patches should be evaluated and implemented within 72 hours of release.

5. ****Training and Development****

- All IT staff must complete at least one training session on emerging technologies each quarter.

- Feedback and suggestions from team members should be gathered annually to enhance training effectiveness.

Please ensure that these procedures are communicated to all relevant team members and integrated into our standard operating practices. Regular reviews will be scheduled to assess compliance and effectiveness.

Thank you for your attention to these important matters.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Your Contact Information]