**Team Communication Email Templates**

Use the email templates below to invite your team to a security briefing and to send out a reminder to complete the Holiday Preparedness Checklist just before they leave on holiday.

Need cybersecurity assistance? Email [help@501Secure.org](mailto:help@501Secure.org).

Questions about our services and program? Contact Kai Dailey, Program Manager at kai@501Secure.org 

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**Team Briefing Meeting Invitation**

Subject: 5-Minute Huddle: Secure Your Accounts and Devices for Vacation

Hi Team,

To ensure everyone can fully disconnect and enjoy their time off. We're holding a quick, mandatory meeting this week.

**What:** The "Worry-Free Vacation" Security Huddle (5 minutes!)

**When:** [Date and Time, e.g., Thursday, December 5th, at 10:00 AM]

**Where:** [Meeting Location/Video Link]

We will review a simple checklist for securing your devices and accounts *before* you leave. This isn't technical, just practical steps to protect your downtime.

Looking forward to seeing you all there so we can close out the year securely!

Best,

**Checklist Reminder Email**

Subject: REMINDER: Don't forget your Quick Security Steps!

Hi Team,

Just a friendly reminder as many of you head out the door today/tomorrow: please take 5 minutes to complete the simple steps on the **Holiday Preparedness Checklist**we reviewed this week.

Taking these quick actions is the best way to enjoy a **worry-free vacation.**

Thank you for helping to secure our organization while everyone is out.

Enjoy every minute of your holiday. You've earned it!

Best,