

INFORMATION TECHNOLOGY MEMO

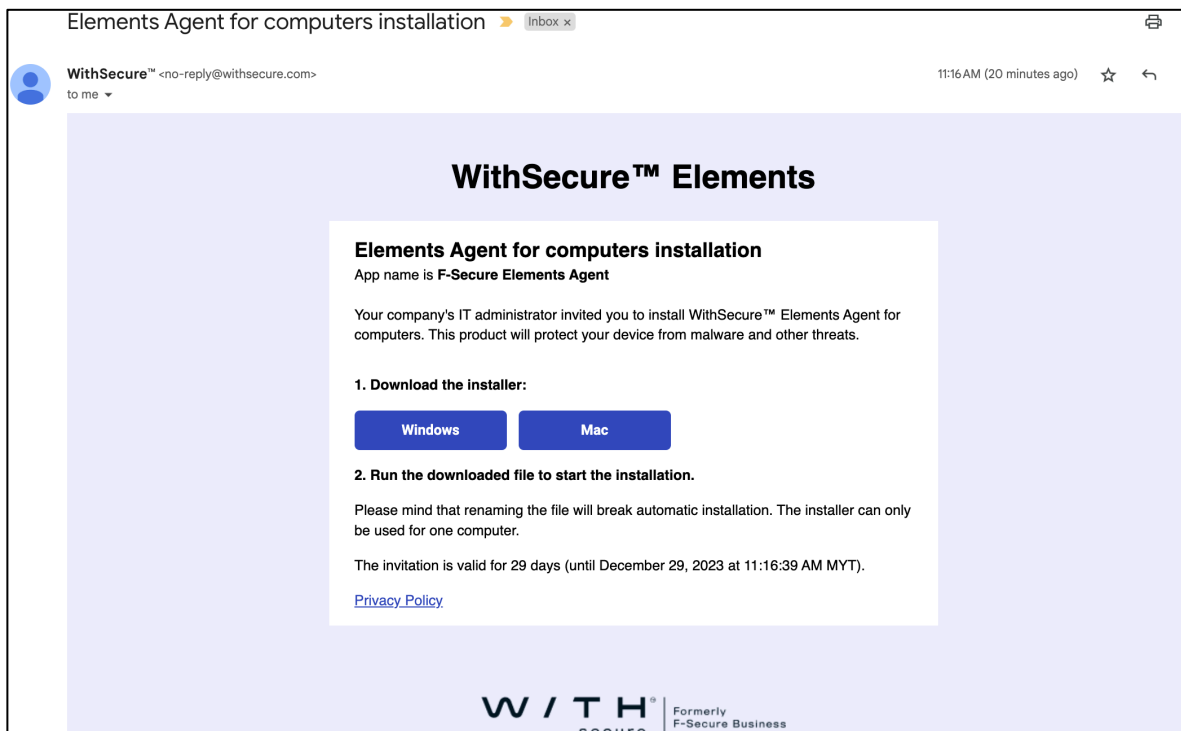
To : All Employee

Date : 30th November 2023

Subject : Endpoint protection for all company's laptops and desktops

In order to safeguard the laptops and desktops utilized by the company, the IT Department has opted to deploy endpoint protection across all company devices. This memorandum serves to notify all employees that they will receive an email, as depicted in the image below, containing instructions to download and install the software on their computers.

Should any challenges or difficulties arise during the installation process, employees are encouraged to reach out to IT personnel for assistance.



In the same regard, seeking all departmental head to disseminate this information to their subordinates.

Thank you in advance.

Regards,

Mohammad Fadhli Bin Borhannudin

IT Controller,

Galaxy Aerospace (M) Sdn. Bhd.