**Email confirmation of successful update to the sign in process**

**Subject line: Updates to our HR system**

Morning all,

Further to my email on [date], I’m pleased to confirm that [Ciphr/system name] has been successfully updated to the latest version.

**Reminders**

**Login process**

You now access [Ciphr/system name] through [single sign-on using your work email and password/email and password]. The attached guide walks you through these changes which will make it much easier for you to log in.

[attach SSO or password and email login guide]

**URL**

With this release, there is a new URL: [URL]. There is a redirect in place, so you should have no trouble accessing [system name/Ciphr]. However, please take the time to update any bookmarks on your browser, work phone, or personal devices to the new link as soon as possible.

**Modernised interface** [If enabling new experience switch for end users]

This version has a new modernised interface, designed to streamline your experience using [Ciphr/system name]. Remember to toggle the version switcher in the top right to have a look and try out the new interface.

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Description automatically generated

Thanks

[People team]