

Confidentiality Breach Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Notification of Confidentiality Breach

Dear [Employee Name],

We are writing to inform you of a recent incident that has come to our attention, which may have involved the unauthorized access or disclosure of your personal information. This breach occurred on [Insert Date of Breach] and was identified during our routine security checks.

Please be assured that we take this matter very seriously and are conducting an exhaustive investigation to ascertain the details of the breach. The initial findings suggest that [briefly explain how the breach occurred, if known].

We understand the importance of your personal information and want to assure you that we are taking all appropriate steps to mitigate any potential impact. This includes [outline any measures being taken to secure information and prevent future breaches].

As a precaution, we recommend that you [provide any necessary advice for the employee, such as monitoring accounts or changing passwords].

If you have any questions or require further assistance, please do not hesitate to reach out to me directly at [Your Contact Information]. Your trust is paramount to us, and we are committed to ensuring the safety of your information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]