

Confidentiality Breach Alert

Dear [Employee's Name],

We are writing to inform you of a potential breach of confidentiality that may have affected your personal information. We take this matter very seriously and want to ensure you are aware of the situation.

On [Date], we discovered that [brief description of the breach]. We are currently investigating this incident and are taking all necessary steps to secure your information.

As a precaution, we recommend that you [suggest any actions to protect their information, e.g., change passwords, monitor accounts].

If you have any questions or concerns, please do not hesitate to reach out to us at [contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]