

Unauthorized Access Alert

Dear [Employee's Name],

This is to inform you that we detected an unauthorized access attempt to your account on [Date] at [Time]. Our security systems alerted us to this suspicious activity, which may have been an attempt to gain access to sensitive information.

We advise you to take the following actions immediately:

- Change your password to a strong, unique password.
- Enable two-factor authentication if not already active.
- Monitor your account for any unusual activity.

If you believe this alert was issued in error or if you have any questions, please contact our IT department at [IT Department Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]