

# Important Advisory: Phishing Attempt Awareness

Dear Team,

We want to bring to your attention the increasing instances of phishing attempts targeting our organization. These attacks often come in the form of fraudulent emails or messages that appear to be from legitimate sources.

## What to Look For:

- Emails that contain spelling errors or unusual sender addresses.
- Links that do not match the supposed sender's website.
- Requests for sensitive information, such as passwords or financial details.

## What to Do:

1. Do not click on links or download attachments from unknown sources.
2. Verify the sender's information by contacting them directly through official channels.
3. Report any suspicious emails to the IT department immediately.

Your vigilance is vital in keeping our organization safe from cyber threats. Thank you for your cooperation.

Best Regards,  
[Your Name]  
[Your Position]  
[Your Company]