

Employee Guidance on Security Incident Reporting

Date: [Insert Date]

To: All Employees

From: [Your Name/Title]

Subject: Importance of Reporting Security Incidents

Dear Team,

We would like to take a moment to emphasize the critical importance of reporting any security incidents that may occur within our organization. Timely and accurate reporting can significantly mitigate potential risks and protect our valuable assets.

What Constitutes a Security Incident?

- Unauthorized access to company systems
- Data breaches or loss of sensitive information
- Malicious software infections
- Physical security breaches

How to Report a Security Incident:

1. Notify your immediate supervisor.
2. Fill out the Security Incident Report form available on the intranet.
3. Submit the form to the IT Security Department via [Insert Email/Portal].

Your vigilance and cooperation are essential in maintaining a secure workplace. Should you have any questions or require further assistance, please do not hesitate to reach out to the IT Security Department.

Thank you for your attention to this critical matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]