

# Internal Communication

## Subject: Security Incident Response Notification

Date: [Insert Date]

To: All Employees

From: [Your Name/Department]

Dear Team,

We would like to inform you that a security incident has been identified within our systems. Our IT security team is actively assessing the situation and implementing necessary measures to mitigate any risks.

Details of the incident:

- Incident Type: [Insert Type]
- Date and Time of Discovery: [Insert Date/Time]
- Impact Level: [Insert Impact Level]

We advise all employees to remain vigilant and report any suspicious activities to the IT department immediately. Please refrain from discussing this incident outside of the organization to ensure confidentiality.

Further updates will be provided as we gather more information. In the meantime, please feel free to reach out to the IT security team if you have any questions or concerns.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]