

Important Security Breach Advisory

Dear [Employee Name],

We are writing to inform you of a recent security breach that has affected our organization. On [Date], we discovered unauthorized access to our systems, which may have compromised your personal information.

We take this matter very seriously and are implementing immediate measures to secure our systems and prevent future breaches. We are currently investigating the extent of the breach and will keep you updated with any relevant information.

As a precaution, we recommend that you take the following steps:

- Change your passwords for all work-related accounts.
- Monitor your financial accounts for any unauthorized transactions.
- Be cautious of phishing attempts and suspicious emails.

If you have any questions or need assistance, please do not hesitate to contact the IT department at [IT Contact Information].

We appreciate your understanding and cooperation during this time.

Sincerely,

[Your Name]

[Your Title]

[Company Name]