

Confidentiality Breach Warning

Date: [Insert Date]

To: [Insert Names of Internal Audit Team Members]

From: [Your Name]

Subject: Confidentiality Breach Incident

Dear Team,

It has come to our attention that there has been a potential breach of confidentiality regarding sensitive information pertaining to our recent audit processes. This incident requires immediate attention and action to ensure we uphold our standards of integrity and confidentiality.

Please review the following details:

- Date of Breach: [Insert Date]
- Description of Incident: [Brief Description]
- Impact: [Potential Impact on the Audit/Company]

We are currently investigating this matter and will provide further updates as more information becomes available. In the meantime, please ensure that all confidential materials are secured and that no further breaches occur during this sensitive period.

We appreciate your cooperation and diligence in maintaining the integrity of our audit processes. If you have any questions or concerns, do not hesitate to reach out to me directly.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]