

Data Breach Inquiry Notification

Date: [Insert Date]

To: [Employee's Name]

Subject: Important Notice Regarding Data Breach

Dear [Employee's Name],

We are writing to inform you of a recent data breach that may have involved your personal information. Our company takes the security of your data very seriously, and we are committed to keeping you informed.

On [Incident Date], we discovered a potential breach of our data systems. We have conducted a thorough investigation and believe that your information, including [specify types of personal information, e.g., name, email, social security number], may have been accessed without authorization.

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

- Monitor your financial accounts for any unauthorized activity.
- Change your passwords for all online accounts.
- Place a freeze on your credit file with the major credit bureaus.

We are offering [provide any support service such as credit monitoring, helpline, etc.] to assist you following this incident. Please do not hesitate to reach out to our support team at [Contact Information] if you have any questions or need further assistance.

We sincerely apologize for any concern this issue may cause you. Protecting your information is our utmost priority, and we are taking all necessary steps to prevent future breaches.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]