

# Subject: Data Breach Resolution Notification

Dear Team,

We have identified a data breach that occurred on [insert date]. Our team is actively investigating the situation to assess the impact and implement necessary measures to safeguard our data.

Details of the breach:

- **Date of Incident:** [insert date]
- **Type of Data Compromised:** [describe data]
- **Actions Taken:** [describe actions]

We are committed to resolving this matter swiftly and will keep you informed of any updates. In the meantime, please ensure that you:

1. Remain vigilant and report any suspicious activity.
2. Follow the guidelines outlined in our data security policy.

If you have any questions or concerns, please do not hesitate to reach out to [contact person's name] at [contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]