

# Security Alert Notification

Dear Team,

We are writing to inform you of a security alert that has been issued regarding potential threats targeting our organization. Your safety and the security of our assets are our top priorities.

Key Points to Remember:

- Be vigilant and report any suspicious activity immediately.
- Ensure your passwords are strong and not shared with anyone.
- Do not click on unknown links or open attachments from untrusted sources.
- Keep your workstation and personal devices secure.
- Attend the upcoming security training session scheduled for [Date].

Your cooperation is crucial in maintaining a secure work environment. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]