

Security Incident Awareness Notification

Date: [Insert Date]

To: [Insert Contractor's Name]

From: [Insert Your Company's Name]

Subject: Security Incident Awareness

Dear [Contractor's Name],

We want to inform you about a recent security incident that may affect our operations and your role as a contractor with us. It is critical that all personnel remain vigilant and well-informed regarding security matters.

Incident Summary:

[Brief description of the incident, including the date and nature of the security breach.]

Recommended Actions:

- Review your current security protocols.
- Ensure all sensitive information is securely stored.
- Report any suspicious activity immediately.

Your cooperation in reinforcing our security measures is essential. For any questions or further information, please contact [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]