

Important Data Breach Notification

Dear [Employee's Name],

We are writing to inform you about a recent data breach that may have affected your personal information. On [Date of Breach], we discovered that [brief description of breach].

In response, we have taken the following steps to investigate the situation and mitigate any potential harm:

- [Step 1]
- [Step 2]
- [Step 3]

At this time, we recommend that you take the following precautions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

If you have any questions or require further assistance, please do not hesitate to contact [Contact Information].

We sincerely apologize for any inconvenience this may cause and are committed to protecting your information.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Company Name]