

Apology for IT Security Breach

Dear Team,

We sincerely apologize for the recent security breach that may have compromised your personal information. We understand the seriousness of this situation and want to assure you that we are taking all necessary steps to address the issue.

Our IT department has already implemented measures to enhance our security protocols and prevent future occurrences. We are committed to keeping you informed and will provide updates as we continue our investigation.

Your trust is paramount to us, and we are working diligently to ensure that your data is secure. If you have any questions or concerns, please do not hesitate to reach out to the IT support team.

Thank you for your understanding and patience during this time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]