

Cybersecurity Incident Update

Dear Team,

We are writing to provide you with an update regarding the recent cybersecurity incident that was detected on [date]. Our IT security team has been actively working to resolve the issue and ensure the safety of our systems.

Key Points:

- Incident Detection: [Brief description of how the incident was discovered]
- Current Status: [Update on what has been done so far]
- Impact: [Information on any potential impact on employees or systems]
- Next Steps: [What actions are being taken to mitigate the incident]

We appreciate your patience and cooperation as we work through this situation. Please remain vigilant and report any suspicious activity to the IT department.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Company Name]