

Important Security Notice

Dear [Employee Name],

We regret to inform you that our security system has detected a potential compromise of your account. We take security very seriously and recommend that you take the following actions immediately:

- Change your password and ensure it is unique and strong.
- Review your recent account activity for any unauthorized actions.
- Enable two-factor authentication if you have not already done so.

If you notice any suspicious activity, please contact the IT department at [IT Contact Email] or [IT Phone Number] without delay.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Organization's Name]

[Your Organization's Contact Information]