

Important Notice: Cybersecurity Breach

Dear Team,

We are writing to inform you about a recent cybersecurity breach that has occurred within our organization.

On [Date], we detected unauthorized access to our systems that may have compromised employee data. We take this matter very seriously and are actively investigating the extent of the breach.

We recommend that all employees take the following precautions:

- Change your passwords immediately.
- Enable two-factor authentication on your accounts.
- Monitor your financial statements for any unusual activity.

We are committed to protecting your information and will provide updates as we learn more. If you have any questions or concerns, please reach out to the IT department at [IT Department Email].

Thank you for your understanding and cooperation.

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