

Security Breach Notification

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of a security breach that has occurred within our organization. On [insert date of breach], we discovered unauthorized access to our systems that may have compromised your personal information.

Details of the breach include:

- Date of Breach: [Insert Date]
- Type of Information Affected: [Specify information]
- Number of Employees Affected: [Insert number]

We take this matter very seriously and are currently investigating the breach. We have implemented measures to secure our systems and prevent future incidents.

We encourage you to take precautions to protect your personal information, such as changing your passwords and monitoring your accounts for any suspicious activity.

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

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]