

# Security Breach Notification

To: All Employees

Date: [Insert Date]

Dear Team,

We are writing to inform you about a security breach that has recently occurred within our organization. On [Insert Date of Breach], we discovered unauthorized access to our systems, which may have compromised sensitive information.

What Happened:

[Brief description of the breach, including how it was discovered and what information may be affected.]

What We Are Doing:

[Details of the immediate steps being taken to address the breach, such as involving law enforcement or a cybersecurity firm.]

Your Responsibilities:

We kindly ask all employees to remain vigilant and report any suspicious activities immediately. Please ensure that you change your passwords and monitor your accounts closely for any unauthorized activity.

If you have any questions or need further assistance, please do not hesitate to reach out to the IT department at [Insert Contact Information].

Thank you for your understanding and cooperation.

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