

Internal Communication on Cybersecurity Incident

Date: [Insert Date]

To: [Internal Team Name]

From: [Your Name / Position]

Dear Team,

We are writing to inform you about a cybersecurity incident that has been detected within our organization on [Insert Date/Time].

Incident Overview

Details of the incident: [Brief description of the incident]

Impact Assessment

Preliminary assessment indicates that [describe impact on systems/data]. We are currently investigating the scope and scale of the incident.

Immediate Actions Taken

- [Action 1: e.g., Isolated affected systems]
- [Action 2: e.g., Engaged external cybersecurity experts]
- [Action 3: e.g., Notified relevant stakeholders]

Next Steps

We urge all team members to remain vigilant and adhere to the following guidelines:

- [Guideline 1: e.g., Do not engage with suspicious emails]
- [Guideline 2: e.g., Report any unusual activity]
- [Guideline 3: e.g., Change passwords if affected]

Ongoing Communication

We will be providing regular updates as more information becomes available. Please direct any questions or concerns to [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]