

Data Breach Notification

Date: [Insert Date]

Dear [Employee Name],

We are writing to inform you about a recent data breach that may have affected your personal information. At [Company Name], the security and privacy of our employees' information is a top priority, and we take this incident very seriously.

On [Insert Date of Breach], we discovered that [brief description of the breach, e.g., unauthorized access to employee data]. We have since undertaken measures to secure the affected systems and prevent any future breaches.

During our investigation, we found that the following information may have been compromised: [list of compromised data, e.g., names, social security numbers, etc.].

We encourage you to take the following steps to protect your information:

- Monitor your bank and credit card statements regularly for any unauthorized activity.
- Consider placing a fraud alert on your credit report.
- Change your passwords for any accounts that may utilize the breached information.

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

We apologize for any inconvenience this may cause and appreciate your understanding as we address this issue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]