

# Announcement of Cybersecurity Incident Response Plan

Date: [Insert Date]

Dear [Company/Team/Department Name],

We are committed to ensuring the security and integrity of our information systems and data. In light of recent cybersecurity threats, we have developed a comprehensive Cybersecurity Incident Response Plan (CIRP) to strengthen our defenses and establish a clear protocol for responding to potential incidents.

## What You Need to Know

- The CIRP includes guidelines for identifying, reporting, and managing cybersecurity incidents.
- Training sessions will be held for all employees to familiarize them with the new procedures and best practices.
- All incidents must be reported to the designated Incident Response Team (IRT) immediately.

We encourage everyone to read the full Cybersecurity Incident Response Plan attached to this announcement and participate in the upcoming training sessions to ensure we are all prepared.

Thank you for your cooperation and commitment to safeguarding our assets.

Sincerely,

[Your Name]

[Your Title]

[Company Name]