

Important Security Notice

Dear Employees,

We are writing to inform you of a potential security breach that may have affected your account information. Our security team has detected unusual activity that requires your immediate attention.

What You Need to Do:

- Change your password immediately.
- Enable two-factor authentication on your account.
- Monitor your account for any unauthorized transactions.
- Report any suspicious activity to the IT department.

We take your security seriously and are committed to protecting your personal information. Please reach out to the IT helpdesk if you have any questions or concerns.

Thank you for your prompt attention to this matter.

Sincerely,

The Security Team