

Quick Breach Notification Email to Employees

Subject: Immediate Security Update – Please Read

Dear Team,

We need to inform you that a recent security breach occurred on [date], which may have exposed internal information. While the investigation is still underway, it appears that [general description of breach] was affected.

Please change your login passwords immediately and do not click on suspicious emails or links until further notice. Additional instructions will be shared as soon as possible.

Thank you for your prompt attention and cooperation.

Best regards,

[Your Name]

[IT Security Department]

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