Internal staff message

Subject: Internal Notification â€“ Data Breach Incident

Dear Team,

On [date], our company experienced a security breach affecting certain systems. We want to keep all staff informed as transparency is essential during this time.

Please be aware that some employee data may have been accessed, including [data type]. We are taking corrective measures and working with cybersecurity experts to prevent future occurrences. All staff are required to immediately change their system login credentials and follow updated IT security protocols shared by the IT department.

Your cooperation is critical as we navigate this situation together. If you have questions, please contact [IT contact].

Thank you for your vigilance,

[Management]

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