

Subject: Notice of Security Incident

Dear [Recipient Name],

We are writing to inform you of a recent security incident involving a phishing attack that may have affected your personal information.

What Happened?

On [Date of Discovery], we identified that an unauthorized party gained access to a limited number of employee email accounts through a phishing scheme. We immediately secured the accounts and launched an investigation with the assistance of external cybersecurity experts.

What Information Was Involved?

Based on our investigation, the affected emails contained some of your personal information, which may have included:

- Full Name
- [List specific data types, e.g., Email address, Employee ID, etc.]
- [List other specific data types if applicable]

What We Are Doing

Upon discovery, we forced password resets for all affected accounts and implemented additional multi-factor authentication (MFA) protocols. We have also reported this incident to law enforcement and are enhancing our security training to prevent future phishing attempts.

What You Can Do

We recommend that you remain vigilant by taking the following steps:

- Change your passwords for any accounts that use similar credentials.
- Monitor your financial statements and credit reports for any suspicious activity.
- Be cautious of unsolicited communications asking for personal or financial information.

For More Information

If you have questions regarding this incident, please contact our dedicated support team at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]

[Company Contact Information]