

Date: [Insert Date]

To: [Insert Department/Team Name]

From: [Insert Name/Title of Resilience Officer]

Subject: Announcement of Operational Resilience Stress Testing Scenario

Dear [Name/Team],

This letter serves as formal notification regarding the upcoming operational resilience stress testing exercise scheduled for [Insert Date].

Scenario Overview:

The focus of this exercise will be: [Insert Scenario Name, e.g., Major Data Center Outage / Cyber Attack Simulation]. This scenario is designed to test our ability to maintain Important Business Services (IBS) during a period of severe but plausible disruption.

Objectives:

- Verify recovery time objectives (RTO) for [Insert Service Name].
- Assess the effectiveness of manual workaround procedures.
- Identify potential single points of failure in our current infrastructure.
- Test internal and external communication protocols.

Required Action:

All designated participants are required to review the attached technical briefing and attend a pre-test coordination meeting on [Insert Date/Time]. During the test, stakeholders are expected to perform their roles as outlined in the Resilience Playbook.

Impact on Normal Operations:

[Choose one: This is a tabletop exercise with no impact on production / This is a live simulation and may result in intermittent latency for specific systems].

Please contact the Operational Risk Team at [Insert Contact Detail] if you have any immediate questions regarding your involvement.

Sincerely,

[Insert Name]

[Insert Title]

[Insert Organization Name]