**Cyber Incident Notice To Staff - Initial**

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| This is to inform you that our Cyber Incident Response Team identified an incident that may affect your day-to-day activities, as well as assets or systems you’re working with. We are currently investigating the incident and will update you on the progress as needed. Details of the incident are as follows:  **Incident reference:** <assign a unique ID to track the incident easily>  **Type of Incident:** <e.g. ransomware>  **Summary:** <provide the level of detail you feel is necessary>  **Impact:** <describe the impact, e.g. inability to send or receive emails>  **Affected systems:** <list any affected systems, e.g. Office 365>  **What should you do:** <describe what actions, if any, are needed from the recipient(s)>  Please direct any questions or concerns to <your dedicated CIRT mailbox or individual contact information> |