



Plain language example

Before

Subject line: Data breach risk imminent

Hi

Using your company email address and password to log in to other websites opens us up to security risks. Hacking goes on around the world all the time, and is extremely prevalent at the moment. Obviously, hacking can have extremely serious implications for your data security, so we rely on our staff using unique passwords for every website you log into.

Unfortunately, your company email address has been caught up in a data breach. A data breach is when a website that you have an account with using your company email address has had their secure information accessed by hackers.

This doesn't necessarily mean that your personal information has been seen, but you **MUST** update your passwords **IMMEDIATELY** to make sure your info remains secure and to prevent potentially serious consequences for our company from a data breach; for example, our company data security being compromised in some way.

We'll be monitoring the office to make sure everyone has complied with this request this week.

After

Subject line: Security risk — Please update your passwords

Hi Sally

As part of checking our IT security, we've recently checked out all our company email addresses to see if they've been used on hacked sites.

Your email showed up as having been used on hacked sites, probably a while ago. You've done nothing wrong, so please don't worry.

How to find out if your email has been hacked

You can click the link below to find out if your email has been used on a site that has been hacked in the past few years. For example, Dropbox was hacked in 2012 and LinkedIn was hacked in 2016. You might want to check your personal email too.

How to change your email passwords

You'll see instructions below on how to change your email password. Please change your password when you receive this email.

I'll be in the office over the next week, so feel free to ask me for help if needed.