**Subject: When cybersecurity mistakes Happen — Here’s How We Can Help**

Hi Team,

We all know that no one is perfect — mistakes can happen to anyone, especially with cyber threats becoming more sophisticated every day. What really matters is how we respond when something doesn’t feel right or when we think a cybersecurity mistake might have happened.

If you ever feel that you may have clicked a suspicious link, shared sensitive info by mistake, or done something that could risk our security, please don’t wait or worry. Here’s what you should do right away:

* **Notify us immediately** by sending an email to [**cybersecurity@company.com**](mailto:cybersecurity@company.com) or calling our helpline at **1800-123-4567**. Prompt reporting gives us the best chance to protect you and the company.
* **Tell us everything you remember**: what happened, when, and any details about the email or message that seemed off. Even small details can help us act faster.
* **Follow any instructions** we provide, like changing your passwords or scanning your device for issues. These steps are to keep you and everyone safe.
* **Remember, there will be no blame** for honest mistakes. We want to support you and learn from incidents to make our defenses stronger — together.

Your openness and quick action are truly appreciated. We are here to help you through any situation, no matter how small or big it seems.

Thank you for helping us keep our digital workplace safe and secure. Together, we can handle whatever comes our way.

Warmly,  
[Your Name]  
Chief Information Security Officer