

## EMAIL SPOOFING WARNING TEMPLATE

**Subject:** Important: Stay Alert for Email Scams – Please Read

Hi Team,

We want to remind everyone to stay vigilant when handling emails, especially those requesting sensitive information, login details, or financial transactions.

Please remember:

- [Company Name] will **never** request passwords, payment details, or sensitive information through email.
- Always **verify any unusual or urgent requests** by calling the person directly or speaking with them in person.
- **Flag** any email involving money transfers, login credentials, or urgent actions for review before responding.
- As a rule, **no financial transactions will ever be approved solely over email.**

If you receive a suspicious message, report it to [IT/Security Contact] immediately.

Stay safe,

[Your Name]

[Your Position]