



TRADITIONAL BREADS, INC.

161 Pleasant Street, Lynn, Ma 01901
P 781.598.4451 F 781.598.4463

September 5, 2023

Employee Name

Address

Address

Dear Mr.

At Traditional Breads Inc, we respect the privacy of your personal information. Which is why, as a precautionary measure, we are writing to let you know about a data breach that may involve your personal and banking information being compromised.

We are currently investigating to understand the true extent of the breach. Here is what we know so far.

On August 23rd, we discovered that personal information was accessed for fraudulent reasons by an employee. We believe that the breach occurred around the week of 8/21st – 08/26th. We believe that the following data may have been accessed.

- Name
- Address
- Date of Birth
- Social Security Number
- Bank account numbers
- Payroll records including paystubs and W-2's
- Possible Identification provided for I-9 verification.

We recommend the following:

- Contact your Bank and notify them of breach. Most banks will ask you to change your bank information. Once you have a new account, please update your information in the payroll system. I have attached a new direct deposit form which we will update in the system.
- Attached in recommendations from Mass.gov on what you can further do to protect your identity in case your information is used.

We will be communicating further as we learn more. We are currently engaged with the appropriate authorities on this matter.



www.traditionalbreads.com

If you have any questions or concerns, please feel free to contact us.

You can contact me directly via:

Phone: 781-598-4451 Ext. 1003

Email: delicia@traditionalbreads.com

We deeply regret that this incident occurred, and we sincerely apologize for any inconvenience this may have caused and will be working hard to rebuild your trust.

Sincerely,

Delicia Alexander
Office Manager.



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