

Cybersecurity Breach Incident Report

Report Date

Incident Date/Time

Reported By

Department/Team

Incident Summary

Brief overview of the incident

Systems/Assets Affected

List systems, software, or data impacted

How Was the Breach Detected?

e.g. internal monitoring, user report

Immediate Actions Taken

Describe containment or remediation steps

Impact Assessment

Business, financial, reputational, data exposed, etc.

Root Cause Analysis

Summary of investigation findings

Recommendations & Follow-Up Actions

Next steps, long-term fixes, lessons learned

Report Prepared By

Title/Role