Black Friday – Message to Employees

Subject: Black Friday. Check before you click or pay

Hi,

With Black Friday approaching, we'd like to remind you about fake store ads and delivery messages. They can look convincing, especially when you're actually waiting for a package or looking for deals.

Before making a purchase, keep a few rules in mind:

- Check the store's URL and reviews about the seller. Verify any offer from an ad on the brand's official website.
- Check delivery status in the courier's app or in your order history.
- Reject login approval requests that you didn't initiate. Before approving a payment, check the amount, recipient, and type of transaction.
- If you open a suspicious link on a work device, report it right away. Let us know whether you entered any credentials or data, downloaded a file, or approved a transaction.
- If you entered your card details or approved a suspicious payment, also contact your bank through its official channel.

Attached, you'll find a short guide: *"Black Friday – 6 Rules for Safe Online Shopping."*

Please report suspicious messages and incidents to [COMPANY REPORTING ADDRESS].