



November 20, 2019

«First\_Name» «Last\_Name»  
«Address\_Line\_1»  
«Address\_Line\_2»  
«City», «State» «Zip»

### **Important Notice to Current and Former Cadence Employees**

Dear «First\_Name»,

We are writing to notify you of a recent cybersecurity incident involving our company.

#### **What Happened?**

On Thursday, October 24, 2019, Cadence was subjected to a sophisticated attack when a ransomware program was launched on our systems. The intent of the attack was to encrypt our files and demand payment to release them.

#### **What Information May Have Been Involved?**

Though we are still investigating the circumstances of this attack, we note that there is a possibility that the attacker may have accessed certain reports containing human resources related information and other related business documents found on the Company's servers. We are providing this notice out of an abundance of caution because there was potential access to or acquisition of that information.

#### **What Are We Doing?**

Cadence immediately hired a nationally recognized law firm and a nationally recognized cyber forensic firm to help it with recovery efforts. These efforts are ongoing and we are working to bring all systems back online as quickly as possible. We are also conducting a forensic investigation to confirm that no other Company systems were impacted, and that no Company or personal data was exfiltrated out of the Company. Furthermore, we have reported the attack to federal law enforcement.

As an added precaution, we have arranged to provide credit monitoring services to protect your identity through ID Watchdog, at no cost to you. We will be providing additional information regarding this service to you in a separate communication.



## **What You Can Do to Protect Yourself**

It is important that you remain vigilant in monitoring for incidents of fraud and identity theft. Should you notice suspicious activity on any of your accounts, you should immediately notify the company that maintains that account. Additionally, you should also report any fraudulent activity or any suspected incidents of identity theft to the proper law enforcement authorities. Further, you can follow the steps recommended by the Federal Trade Commission to protect yourself from identity theft. The FTC's website offers helpful information at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft). The FTC can also be contacted by calling (877) 438-4338 or by writing to them at 600 Pennsylvania Avenue, Washington, DC 20580.

You can obtain a copy of your credit report, free of charge, directly from each of the three nationwide credit reporting agencies. A credit report is free of charge once every 12 months. To order your credit report, please visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call toll free at 1-877-322-8228. Alternatively, contact information for the three nationwide credit reporting agencies is listed below.

Equifax  
1-800-685-1111  
[www.equifax.com](http://www.equifax.com)

Experian  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

TransUnion(FVAD)  
1-800-888-4213  
[www.transunion.com](http://www.transunion.com)

Finally, it is possible that this incident will be discussed in the media and on social media. As a reminder, only authorized employees may speak to the media on behalf of the company. However, we understand that we cannot prevent a reporter from calling you directly. If that occurs, please follow this script and inform our designated media relations team:

“Thank you for your inquiry. I’m not the right person to speak with you about this matter, but if I could please collect some information from you, I will be sure to pass your request along, and someone will get back to you shortly.”



**For More Information**

Please direct any questions you may have regarding this letter, or the ransomware incident, to your direct supervisor and/or HR representative.

We will provide additional updates as more information is known.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mia Danburg', with a stylized flourish at the end.

Mia Danburg  
Chief Human Resources Officer