



[Date*]

[Recipient Name]

[Recipient Street Address]

[Recipient City, State, and Zip]

NOTICE OF DATA BREACH

Dear [Name],

We are writing to inform you of a security incident experienced by one of our U.S.-based service providers, Graebel Companies, Inc., ("Graebel"), that involved certain of your personal information. Graebel is a global service provider that provides employee relocation management services to Merck Sharp & Dohme LLC, a subsidiary of Merck & Co., Inc., Rahway, New Jersey, USA ("Merck", "our company", "we", "us", "our"), the U.S. headquarters of Merck. This is the incident we previously communicated about on November 7, 2025.

Upon detecting the incident, Graebel informed us that it promptly took steps to contain the incident, restore its impacted systems, and assess the impact. As part of its assessment, Graebel reviewed the impacted files to identify the relevant customers to which the impacted data belonged. After completing its review, Graebel contacted Merck on September 22, 2025 to inform it that the data of some Merck current and former employees was included. After receiving this additional information from Graebel, Merck undertook a review of the information and, on October 20, 2025, determined that certain Merck current and former employees had data impacted by Graebel's incident.

After completing a review of the impacted data, we determined that the impacted personal information included your name and financial account information.

We have no indications that any personal information, including yours, has been misused. Nonetheless, Graebel is offering complimentary credit monitoring and identity theft protection services through TransUnion for 24 months. You may sign up for this service by following the instructions included in **Attachment A**.

Regardless of whether you elect to enroll in the identity-theft protection service, we recommend that you remain vigilant for incidents of fraud and identity theft, including by

regularly reviewing and monitoring your credit history and credit reports to guard against any unauthorized transactions or activity. We also recommend that you closely monitor your account statements and notify your financial institution if you suspect any unauthorized activity. **Attachment B** to this letter contains more information about steps you can take to protect yourself against potential fraud and identity theft.

Please be assured that we are taking steps to address the incident and to protect the security of your data. Furthermore, Graebel has informed us that it implemented a range of incident containment measures, as well as enhancements to further augment their existing security posture.

If you have any questions about this notice or the incident, please feel free to contact us at 1-866-637-2543 or globalhumanres@merck.com.

Sincerely,
Global Mobility Team

ATTACHMENT A

Enroll in Monitoring Services

To enroll in Credit Monitoring services at no charge, please log on to <https://bfs.cyberscout.com/activate> and follow the instructions provided. When prompted please provide the following unique code to receive services: <<Enrollment Code>>

In order for you to receive the monitoring services described above, you must enroll within ninety (90) days from the date of this letter. The enrollment requires an internet connection and e-mail account and may not be available to minors under eighteen (18) years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

ATTACHMENT B

Additional Information

To protect against possible fraud, identity theft, or other financial loss, we encourage you to remain vigilant, to review your account statements, and to monitor your credit reports. Provided below are the names and contact information for the three major U.S. credit bureaus and additional information about steps you can take to obtain a free credit report and place a fraud alert or security freeze on your credit report. If you believe you are a victim of fraud or identity theft, you should consider contacting your local law enforcement agency, your state's Attorney General, or the U.S. Federal Trade Commission ("FTC").

INFORMATION ON OBTAINING A FREE CREDIT REPORT

U.S. residents are entitled under U.S. law to one free credit report annually from each of the three major credit bureaus. To order your free credit reports, visit www.annualcreditreport.com or call toll-free (877) 322-8228.

INFORMATION ON IMPLEMENTING A FRAUD ALERT, CREDIT FREEZE, OR CREDIT LOCK

To place a fraud alert, credit freeze, or credit lock on your credit report, you must contact the three consumer reporting agencies below:

Equifax:
Equifax Information
Services LLC
P.O. Box 740256
Atlanta, GA 30374
1-888-378-4329
www.equifax.com

Experian:
Credit Fraud Center
P.O. Box 9554
Allen, TX 75013
1-888-397-3742
www.experian.com

TransUnion:
Fraud Victim Assistance
Department
P.O. Box 2000
Chester, PA 19016
1-800-680-7289
www.transunion.com

Fraud Alert: Consider contacting the three major consumer reporting agencies at the addresses above to place a fraud alert on your credit report. A fraud alert indicates to anyone requesting your credit file that you suspect you are a possible victim of fraud. A fraud alert does not affect your ability to get a loan or credit. Instead, it alerts a business that your personal information might have been compromised and requires that business to verify your identity before issuing you credit. Although this may cause some short delay if you are the one applying for the credit, it might protect against someone else obtaining credit in your name.

To place a fraud alert, contact any of the three major consumer reporting agencies listed above and request that a fraud alert be put on your file. The agency that you contacted must notify the other two agencies. A fraud alert is free and lasts one year but can be renewed.

Credit Freeze: A credit freeze prohibits a consumer reporting agency from releasing any information from a consumer's credit report until the freeze is lifted. When a credit freeze is in place, no one—including you—can open a new account. As a result, please be aware that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit, mortgages, employment, housing, or other services.

Pursuant to 15 U.S.C. § 1681c-1, you have a right to obtain a freeze on your credit report free of charge. To place a credit freeze, contact all three consumer reporting agencies listed above and provide the personal information required by each agency to place a freeze, which may include:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security Number;
3. Date of birth;
4. If you have moved in the past five (5) years, the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (e.g., state driver's license or ID card, etc.); and
7. If you are a victim of identity theft, a copy of either a police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

When you place a credit freeze, you will be provided a PIN to lift temporarily or remove the credit freeze. A credit freeze generally lasts until you lift or remove it, although in some jurisdictions it will expire after seven years.

Credit Lock: Like a credit freeze, a credit lock restricts access to your credit report and prevents anyone from opening an account until unlocked. Unlike credit freezes, your credit can typically be unlocked online without delay. To lock your credit, contact all three consumer reporting agencies listed above and complete a credit lock agreement. The cost of a credit lock varies by agency, which typically charges monthly fees.

You may also contact the FTC for further information on fraud alerts, credit freezes, credit locks, and how to protect yourself from identity theft. The FTC can be contacted at 400 7th St. SW, Washington, DC 20024; telephone 1-877-382-4357; or <http://www.consumer.gov/idtheft>.

ADDITIONAL RESOURCES

Your state Attorney General may also have advice on preventing identity theft, and you should report instances of known or suspected identity theft to law enforcement, your state Attorney General, or the FTC.

Massachusetts Residents: Under Massachusetts law, you have the right to obtain any police report filed in connection to the incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.

North Carolina Residents: The Attorney General can provide information about steps to take to avoid identity theft and can be contacted at 9001 Mail Service Center, Raleigh, NC 27699-9001; (919) 716-6400; or <http://www.ncdoj.gov>.