Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Formal Warning Letter - Breach of Company Confidentiality

Dear [Employee Name],

This letter serves as a formal warning regarding your recent breach of the company's confidentiality policy. It has come to our attention that on [Date of Incident], the following event occurred: [Provide brief description of the breach, e.g., unauthorized sharing of client data, disclosure of trade secrets, or internal documents].

As outlined in your employment agreement and the Employee Handbook, all employees are required to protect proprietary and sensitive information. Your actions have violated these terms and have potentially compromised the company's interests.

Moving forward, you are required to:

- Immediately cease any further disclosure of confidential information.
- Review the company's Confidentiality and Data Protection policies.
- Attend a mandatory training session on data security on [Insert Date].

Please be advised that this is a serious matter. Failure to comply with company policies or any further breach of confidentiality will result in more severe disciplinary action, which may include termination of employment.

A copy of this letter will be placed in your permanent personnel file. Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning letter and understand the nature of the breach and the consequences of future violations.

Signature: _____ Date: _____