

Date: [Insert Date]

To: [Employee Name]

Job Title: [Employee Job Title]

Department: [Insert Department]

Subject: Official Written Warning for Breach of Client Confidentiality

Dear [Employee Name],

This letter serves as a formal written warning regarding a breach of client confidentiality that occurred on [Date of Incident].

Description of the Breach:

It has been brought to our attention that you [describe the specific incident, e.g., shared sensitive client data with an unauthorized party / discussed client details in a public setting]. This action is a direct violation of our company's Confidentiality Policy and the non-disclosure agreement signed upon your employment.

Impact of the Breach:

Protecting client information is a fundamental requirement of your role. Such a breach compromises the trust of our clients, poses legal risks to the organization, and undermines our professional standards.

Required Corrective Action:

You are required to take the following steps immediately:

- Review the Company Confidentiality Policy and Code of Conduct.
- Complete mandatory data privacy retraining by [Insert Date].
- Ensure all future communication regarding clients strictly follows authorized protocols.

Consequences:

Please be advised that further instances of non-compliance or any other conduct violations may result in additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed it with my supervisor.

[Employee Signature]

[Date]