

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Subject: First Written Warning - Breach of Confidentiality

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct at [Company Name]. On [Date of Incident], it was brought to our attention that you were involved in a breach of confidentiality involving [brief description of the information disclosed].

This behavior is a violation of your employment contract and the company's confidentiality policy, which requires all employees to protect sensitive information and trade secrets.

Improvement Required:

Effective immediately, you are required to strictly adhere to all company policies regarding data protection and confidentiality. You must refrain from sharing sensitive, proprietary, or private company information with unauthorized individuals.

Consequences:

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

A copy of this warning will be placed in your personnel file. We trust that you will take this matter seriously and ensure that no further breaches occur.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the expectations set forth.

Signature: _____ Date: _____