

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: SECOND WRITTEN WARNING - BREACH OF CONFIDENTIALITY

Dear [Employee Name],

This letter serves as a formal second written warning regarding your continued failure to adhere to the company's confidentiality policies and the non-disclosure terms of your employment contract.

On [Date of first warning], you were issued a first written warning regarding a breach of confidentiality involving [Briefly describe previous incident]. Despite this previous warning and the subsequent review of our data protection policies, it has come to our attention that another breach occurred on [Date of new incident].

Details of the Incident:

[Provide a clear and concise description of the specific breach, including what information was disclosed and to whom].

Impact of the Breach:

[Describe the potential or actual harm to the company, clients, or colleagues caused by this disclosure].

Expectations and Required Actions:

Effective immediately, you are required to:

1. Re-read and sign the attached Confidentiality Agreement.
2. Complete mandatory privacy and data security retraining by [Date].
3. Strictly adhere to all company protocols regarding the handling of sensitive information.

Please be advised that this is your second formal warning. We value your contributions to the team; however, maintaining the trust and security of our proprietary information is a fundamental requirement of your role. Failure to show immediate and sustained improvement, or any further breaches of company policy, may lead to further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Signature]

[Name of Supervisor/HR Manager]
[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the consequences of further policy violations.

[Employee Signature]

[Date]