

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Subject: FINAL WRITTEN WARNING - Breach of Confidentiality**

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your conduct in relation to a breach of the company's confidentiality policy. This warning follows our meeting held on [Date of Meeting], which was attended by [Names of Attendees].

**Details of the Breach:**

On [Date of Incident], it was discovered that you [describe the specific incident, e.g., shared sensitive client data with an unauthorized party / discussed internal financial reports outside the organization]. This action is a direct violation of your employment contract and the Company Confidentiality Agreement signed on [Date of Signing].

**Impact of Conduct:**

The unauthorized disclosure of sensitive information poses a significant risk to the company's operations, reputation, and legal standing. Maintaining the privacy of [client information/trade secrets/internal data] is a fundamental requirement of your role.

**Required Improvements:**

Effective immediately, you are required to:

- Adhere strictly to all company policies regarding data protection and confidentiality.
- Refrain from discussing or sharing internal company information with any unauthorized individuals.
- Complete mandatory retraining on [Specific Training Module] by [Deadline Date].

**Consequences:**

Please be advised that this is a Final Written Warning. It will remain in your personnel file for a period of [e.g., 12 months]. Failure to improve your conduct or any further breaches of company policy will lead to further disciplinary action, up to and including the termination of your employment.

You have the right to appeal this decision. If you wish to do so, please submit your appeal in writing to [Name/Department] within [Number] business days of receiving this letter.

Sincerely,

[Your Signature]

[Your Name]  
[Your Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this Final Written Warning and understand the contents therein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_