

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Department:** [Department Name]

**Subject: Formal Reprimand for Breach of Confidentiality**

Dear [Employee Name],

This letter serves as a formal reprimand regarding a confirmed breach of confidentiality that occurred on [Date of Incident].

It has been determined that you disclosed sensitive information regarding [Briefly Describe Information, e.g., client data, internal financial reports, or employee records] to [Unauthorized Party]. This action is a direct violation of our company's Confidentiality Agreement and the Employee Code of Conduct signed by you on [Date Signed].

The protection of proprietary and private information is a fundamental requirement of your employment. This breach has caused [Mention impact, e.g., risk to company reputation, potential legal liability, or loss of client trust].

Effective immediately, you are required to:

- Cease all unauthorized discussions or distributions of company information.
- Review the attached Confidentiality Policy.
- [Optional: Complete mandatory privacy training by Date].

Please be advised that further violations of company policy or additional breaches of confidentiality may lead to further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Name]

[Your Title]

Human Resources Department

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**Employee Acknowledgment:**

I acknowledge that I have received this letter and understand the nature of the reprimand.

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Employee Signature

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Date