

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Employee ID: [Insert ID Number]

Subject: Official Disciplinary Action - Breach of Confidentiality

Dear [Employee Name],

This letter serves as formal notification regarding a disciplinary action being taken against you for a breach of confidentiality. This decision follows our meeting on [Date of Meeting], where we discussed the following incident(s):

[Insert detailed description of the incident, including dates, the specific confidential information disclosed, and how the disclosure occurred.]

Your actions represent a direct violation of the company's Confidentiality Agreement and the Employee Code of Conduct, which you signed on [Date]. Maintaining the privacy of sensitive [client/company/technical] information is a fundamental requirement of your employment.

Disciplinary Action:

As a result of this breach, the company has decided to issue a [Written Warning / Final Written Warning / Suspension / Termination]. This letter will be placed in your permanent personnel file.

Required Improvements:

Moving forward, you are required to:

1. Immediately cease any further disclosure of proprietary information.
2. Re-read and acknowledge the company's Data Protection Policy.
3. Complete a mandatory training session on Information Security by [Date].

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

Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]

Employee Acknowledgment:

[Employee Signature]

Date: _____