

Date: [Insert Date]

To: [Employee Name]

Job Title: [Employee Job Title]

Employee ID: [Insert ID Number]

Subject: Formal Warning Regarding Confidentiality Policy Breach

Dear [Employee Name],

This letter serves as a formal warning regarding a breach of company confidentiality policies. It has come to our attention that on [Date of Incident], the following incident occurred: [Provide a brief, factual description of the breach].

This action is a direct violation of the Confidentiality Agreement signed on [Date] and the company policy outlined in the Employee Handbook. Specifically, you have failed to maintain the security of [Specific Type of Information, e.g., Client Data, Trade Secrets, or Internal Financials].

Maintaining the privacy and security of sensitive information is a critical requirement of your role. Unauthorized disclosure or mishandling of such data compromises the company's integrity and legal standing.

Required Corrective Action:

- Immediately cease all unauthorized discussion or distribution of confidential information.
- Review the Company Confidentiality Policy and the Employee Handbook within [Number] days.
- [Optional: Attend a mandatory data security training session on Date].

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

A copy of this warning will be placed in your permanent personnel file. If you wish to provide a written response to this warning, please submit it to the Human Resources department within [Number] business days.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

I acknowledge that I have received this warning and understand the contents. My signature does not necessarily imply agreement with the findings.

[Employee Signature]

[Date]