

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: FORMAL WARNING: Violation of Non-Disclosure Agreement

Dear [Recipient Name],

This letter serves as a formal warning regarding your breach of the Non-Disclosure Agreement (NDA) signed on [Date of Agreement] between [Company Name] and [Recipient Name].

It has come to our attention that you have disclosed protected information regarding [Brief Description of Confidential Info leaked, e.g., Project X source code / Client List] to [Name of Third Party or Public Platform] on [Date of Disclosure].

Under the terms of the signed NDA, you are legally obligated to maintain the confidentiality of all proprietary information. Your recent actions constitute a direct violation of Section [Insert Section Number] of said agreement.

Immediate Action Required:

- Cease and desist from any further disclosure of confidential information.
- Return or destroy all unauthorized copies of the confidential material in your possession.
- Provide a written explanation of the breach and a list of all parties who received the information by [Deadline Date].

Please be advised that [Company Name] reserves the right to pursue further legal action, including seeking injunctive relief and monetary damages, should this matter not be resolved immediately or if further violations occur.

We expect your full cooperation in rectifying this situation.

Sincerely,

[Your Name]
[Your Title]
[Company Name]