

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Employee ID: [ID Number]

Subject: Formal Warning Regarding Unauthorized Disclosure of Confidential Information

Dear [Employee Name],

This letter serves as a formal warning regarding a breach of company policy concerning the unauthorized disclosure of confidential information. It has come to our attention that on [Date of Incident], the following information was shared without authorization: [Provide brief, factual description of the disclosure].

This action is a direct violation of your employment agreement and the company's Confidentiality and Data Protection Policy, which states that [refer to specific policy section]. Protecting sensitive information is critical to our operations, client trust, and legal compliance.

As a result of this breach, the following disciplinary action is being taken: [Insert disciplinary action, e.g., Formal Written Warning].

Moving forward, you are required to:

- Immediately cease any further disclosure of confidential materials.
- Review the attached Confidentiality Policy.
- Complete a mandatory retraining session on Data Privacy by [Date].

Please be advised that any further instances of unauthorized disclosure or failure to adhere to company policies will result in further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Name of Supervisor/HR Manager]

[Title]

[Company Name]

Acknowledgment of Receipt:

I acknowledge that I have received this formal warning and understand the consequences of future violations.

Employee Signature

Date