

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Subject: Formal Warning: Breach of Trust and Confidentiality**

Dear [Employee Name],

This letter serves as a formal warning regarding a recent incident involving a breach of trust and confidentiality. It has come to our attention that on [Date of Incident], the following occurred:

[Insert detailed description of the incident/unauthorized disclosure of information].

As outlined in your employment contract and the company's Confidentiality Agreement, you are required to protect sensitive information and maintain the trust necessary for your role. Your actions have violated these policies and have potentially compromised [Company Name]'s operations or reputation.

Please be advised that maintaining confidentiality is a fundamental requirement of your employment. This letter will be placed in your permanent personnel file. Any further instances of unauthorized disclosure or conduct that undermines the company's trust will result in further disciplinary action, up to and including immediate termination of employment.

We expect you to rectify this behavior immediately and adhere strictly to all company policies moving forward. If you have any questions regarding this warning, please contact [Name of Manager/HR Representative] within [Number] days.

Sincerely,

[Signature]

[Manager Name]

[Title]

[Company Name]

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**Acknowledgment of Receipt:**

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_