

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: Written Warning for Confidentiality Infraction

Dear [Employee Name],

This letter serves as a formal written warning regarding a breach of company confidentiality protocols. It has come to our attention that on [Date of Incident], the following occurred:

[Insert detailed description of the incident and the specific confidential information involved].

This action is a direct violation of the Confidentiality Agreement you signed on [Date of Signing] and the policies outlined in the Employee Handbook. Maintaining the security of sensitive information is a critical requirement of your employment.

Corrective Action Required:

- Immediate cessation of any unauthorized sharing or handling of company data.
- Review of the Company Confidentiality Policy within [Number] days.
- [Insert any other specific requirements, e.g., retraining].

Please be advised that further infractions regarding confidentiality or any other company policy may lead to more severe disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the seriousness of the infraction.

Signature: _____ Date: _____