

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

SUBJECT: FINAL WARNING - UNAUTHORIZED DISCLOSURE OF TRADE SECRETS

Dear [Employee Name],

This letter serves as a formal final warning regarding your unauthorized disclosure of company trade secrets. It has been brought to our attention that on [Date of Incident], you shared confidential information regarding [Briefly describe the secret, e.g., proprietary software code, client lists, or manufacturing processes] with [Recipient Name/Organization].

This action is a direct violation of your signed Non-Disclosure Agreement (NDA), the Employee Handbook, and company policy regarding Intellectual Property. Such disclosures cause irreparable harm to the company's competitive advantage and business integrity.

Previous Discussions:

This matter was previously discussed with you on [Date of previous meeting/warning]. Despite previous warnings, your failure to adhere to confidentiality protocols is unacceptable.

Required Immediate Action:

1. Cease all unauthorized communication regarding company trade secrets immediately.
2. Return or destroy any unauthorized copies of confidential materials in your possession.
3. Comply fully with all security and confidentiality protocols moving forward.

Consequences:

This is your final warning. Any further breach of confidentiality or failure to protect the company's trade secrets will result in immediate termination of your employment. Furthermore, the company reserves the right to pursue legal action for damages caused by your breach of contract.

Please sign below to acknowledge that you have received this warning and understand the severity of the situation.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Employee Acknowledgment:

[Employee Signature]

[Date]