

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Job Title]

Subject: FINAL WRITTEN WARNING - Violation of Trade Secret and Confidentiality Policy

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your violation of [Company Name]'s policies concerning Trade Secrets and Confidential Information.

Description of Violation:

On [Date], it was determined that you engaged in the following unauthorized conduct: [Provide brief description, e.g., sharing proprietary software code with an external party / downloading client databases to a personal device].

Policy Reference:

This conduct is a direct violation of your signed [Employment Agreement/Non-Disclosure Agreement] and the Company Handbook Section [Section Number], which prohibits the unauthorized disclosure, use, or removal of proprietary information.

Performance Expectations:

Effective immediately, you are required to:

1. Cease all unauthorized handling of confidential data.
2. Return or delete any proprietary materials currently in your possession outside of company systems.
3. Undergo mandatory re-training on Data Security and Confidentiality protocols by [Date].

Consequences of Further Violations:

This is your final warning. Any further breach of company confidentiality, or any other violation of company policy, will result in immediate termination of your employment.

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

Sincerely,

[Name of HR Manager/Representative]

[Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the required corrective actions.

Signature: _____ Date: _____