

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Position:** [Job Title]

**Subject: FINAL WRITTEN WARNING - Breach of Confidentiality**

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your breach of the company's confidentiality policy. This decision follows our meeting on [Date] where we discussed the following incident:

**Description of Breach:**

[Insert details of the specific incident, including date, time, and the nature of the confidential information disclosed.]

This conduct is a direct violation of your Employment Agreement and the company's Confidentiality and Data Protection Policy. Protecting sensitive information is a fundamental requirement of your role, and this breach has [Insert impact, e.g., compromised client trust / put company data at risk].

Please be advised that this is your **FINAL WARNING**. You are required to immediately adhere to the following expectations:

- Strictly follow all company privacy and data security protocols.
- Refrain from disclosing any sensitive, proprietary, or private information to unauthorized parties.
- Attend a mandatory retraining session on Data Privacy on [Date].

Failure to show immediate and sustained improvement, or any further violations of company policy, will result in further disciplinary action, up to and including the immediate termination of your employment.

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

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Manager Name]

[Title]

[Company Name]

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**Employee Acknowledgment:**

I acknowledge that I have received this final warning and understand the consequences of further policy violations.

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