

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Job Title]

From: [Manager/HR Name]

Subject: FINAL WRITTEN REPRIMAND: Unauthorized Disclosure of Trade Secrets

Dear [Employee Name],

This letter serves as a formal final reprimand regarding your unauthorized disclosure of company trade secrets and confidential information. It has been determined that on [Date], you shared [Description of Information Disclosed] with [Recipient Name/Entity] without prior authorization.

This action is a direct violation of your signed Non-Disclosure Agreement (NDA), the Employee Handbook, and the company's Intellectual Property Policy. Specifically, you have breached the following protocols: [List Specific Policies].

The security of our proprietary information is critical to the company's competitive standing. Your failure to protect this information has caused [Describe Impact, e.g., potential financial loss or damage to market position].

Required Corrective Action:

- Immediately cease all communication regarding proprietary company data with unauthorized parties.
- Return or delete all unauthorized copies of the disclosed material by [Time/Date].
- Attend a mandatory Confidentiality and Data Security retraining session on [Date].

Failure to comply with these requirements or any further breach of company confidentiality will result in immediate termination of your employment. This document will be placed in your permanent personnel file.

Please sign below to acknowledge receipt of this formal reprimand.

[Manager Signature]

[Employee Signature]

Date: _____