

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Final Disciplinary Notice: Disclosure of Trade Secrets

Dear [Employee Name],

This letter serves as formal notification of final disciplinary action regarding your breach of company policy and the Confidentiality/Non-Disclosure Agreement signed on [Date].

Following a thorough investigation, it has been confirmed that on [Date], you disclosed protected trade secrets to an unauthorized party. Specifically, the disclosure involved: [Insert brief description of information leaked].

The unauthorized disclosure of trade secrets is a severe violation of company ethics and legal obligations. This action has caused, or has the potential to cause, significant competitive and financial harm to the organization.

Disciplinary Action:

Due to the gravity of this misconduct, the following action is being taken: [Choose one: Immediate Termination of Employment / Final Written Warning and Suspension].

Required Actions:

- You must immediately return all company property, including devices and documents.
- You are reminded that your legal obligation to maintain the confidentiality of company trade secrets remains in effect even after your departure.
- [Insert additional requirements if applicable].

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Name of HR Representative]

[Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____