

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: FINAL WARNING - Violation of Non-Disclosure Agreement (NDA)

Dear [Employee Name],

This letter serves as a formal final warning regarding your violation of the Non-Disclosure Agreement (NDA) signed on [Date of Agreement].

It has been determined that on [Date of Incident], you engaged in the following unauthorized action: [Insert detailed description of the breach, e.g., sharing client lists, disclosing proprietary code, or discussing trade secrets with unauthorized parties].

This behavior is a direct breach of your employment contract and company policy regarding Confidential Information. Protecting company data is critical to our operations, and your failure to do so has placed the organization at risk.

Required Immediate Actions:

- Cease all unauthorized disclosure of confidential information immediately.
- Return or delete any unauthorized copies of sensitive materials in your possession.
- Review the attached copy of your signed NDA to ensure full understanding of your obligations.

Please be advised that this is your final warning. Any further violations of the NDA or any other company policies will result in immediate termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____