

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Employee ID: [ID Number]

Subject: FINAL WARNING Regarding Intellectual Property and Trade Secret Disclosure

Dear [Employee Name],

This letter serves as a formal Final Warning regarding your conduct concerning the protection of [Company Name]'s intellectual property and trade secrets. It has been determined that on [Date], you engaged in the following unauthorized action: [Insert detailed description of the breach/disclosure].

The unauthorized disclosure or misuse of confidential information, proprietary data, trade secrets, or intellectual property is a direct violation of your Employment Agreement and the company's Code of Conduct. Such actions pose a significant risk to the company's competitive advantage and legal standing.

By this letter, you are instructed to:

- Immediately cease all unauthorized use or transmission of company property and information.
- Return or permanently delete any confidential files in your possession as directed by the IT Department.
- Strictly adhere to all non-disclosure and confidentiality obligations moving forward.

Please be advised that this is a **Final Warning**. Any further violation of company policy regarding intellectual property, data security, or confidentiality will result in immediate termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

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

[Employee Signature]

Date: _____