

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: FINAL WARNING - Violation of Trade Secret and Confidentiality Policy

Dear [Employee Name],

This letter serves as a formal final warning regarding your violation of the company's Trade Secret and Confidentiality Policy. It has been determined that on [Date of Incident], you engaged in the following unauthorized conduct:

[Insert specific description of the violation, e.g., unauthorized downloading of client lists, sharing proprietary source code, or sending confidential data to a personal email address].

As per the Employment Agreement and the Employee Handbook signed by you on [Date of Signature], all trade secrets and proprietary information are the exclusive property of [Company Name]. Your actions have compromised the security of these assets and represent a serious breach of professional conduct.

Required Immediate Actions:

- Immediately cease all unauthorized access, use, or dissemination of company trade secrets.
- Return or delete all unauthorized copies of confidential materials in your possession under the supervision of the IT Department.
- Review and strictly adhere to the company's Confidentiality and Data Security policies.

Please be advised that this is your final warning. Any further violation of company policy, or any failure to protect sensitive information, will result in immediate termination of your employment without further notice. Furthermore, the company reserves the right to pursue legal action for any damages resulting from this breach.

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

Sincerely,

[Your Name/Manager Name]

[Title]

[Company Name]

Employee Acknowledgment:

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

[Employee Signature]

[Date]