

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Job Title]

Subject: Letter of Final Action - Unauthorized Information Sharing

Dear [Employee Name],

This letter serves as formal notification of the final action being taken regarding your employment with [Company Name] following the investigation into unauthorized information sharing.

Findings:

On [Date of Incident/Discovery], it was determined that you shared [Type of Information: e.g., confidential client data, internal financial reports, trade secrets] with [Recipient/Third Party] without prior authorization. This action constitutes a direct violation of the [Name of Policy, e.g., Employee Confidentiality Agreement / Data Privacy Policy] which you signed on [Date].

Final Action:

Based on the severity of this breach and the potential impact on company operations and security, the following action has been decided:

[Select one option and delete the other:]

- **Termination:** Your employment with [Company Name] is terminated effectively [Date/Immediately].
- **Final Written Warning:** This serves as a final warning. Any further violations of company policy will result in immediate termination.

Mandatory Requirements:

You are required to immediately return all company property, including hardware, software, and physical documents. You are reminded that your legal obligation to maintain the confidentiality of [Company Name]'s proprietary information continues beyond this action.

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

Regards,

[Name of HR Representative]
[Title]
[Department]

Acknowledgment of Receipt:

I acknowledge that I have received a copy of this letter and understand its contents.

Signature: _____ Date: _____