

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Position:** [Insert Job Title]

**Subject: FINAL DISCIPLINARY WARNING - Trade Secret Misappropriation**

Dear [Employee Name],

This letter serves as a formal Final Disciplinary Warning regarding your unauthorized access, use, or disclosure of [Company Name]'s proprietary trade secrets and confidential information. Specifically, it has been determined that on [Date], you engaged in the following conduct: [Insert brief description of the incident, e.g., downloading client lists to a personal drive/emailing proprietary code to an external account].

This conduct is a direct violation of your signed Employment Agreement, the Confidentiality/Non-Disclosure Agreement (NDA), and the Company's Code of Conduct. Your actions have jeopardized the competitive advantage and security of [Company Name].

**Immediate Corrective Actions Required:**

- You must immediately return or delete all unauthorized copies of confidential material in your possession.
- You must provide written confirmation that no further copies exist on any personal devices or accounts.
- You must strictly adhere to all company policies regarding data security and intellectual property moving forward.

Please be advised that this is a final warning. Any further violation of company policy, or any continued misappropriation of trade secrets, will result in immediate termination of your employment. The Company also reserves the right to pursue legal action to protect its intellectual property and seek damages as permitted by law.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

---

**Employee Acknowledgment:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_