

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Warning Letter for Unauthorized Access to Confidential Data

Dear [Employee Name],

This letter serves as a formal warning regarding your unauthorized access to confidential company data on [Insert Date of Incident].

It has been reported and confirmed that you accessed [Specify Data/Files/Systems Accessed] without the necessary authorization or a legitimate business reason. This action is a direct violation of the company's Data Protection Policy and your Employment Agreement regarding Confidentiality.

The security of sensitive information is critical to our operations. Unauthorized handling of such data poses a significant risk to the company, our clients, and our partners.

You are hereby instructed to:

- Immediately cease any further unauthorized access to restricted systems.
- Refrain from sharing, copying, or distributing any information obtained during this incident.
- Complete a mandatory retraining session on Data Privacy and Security by [Insert Date].

Please be advised that this incident has been recorded in your personnel file. Any further violations of company policy or security protocols will lead to more severe disciplinary action, up to and including termination of employment.

Please sign a copy of this letter to acknowledge that you have received and understood this warning.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

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

[Employee Signature]

Date: _____