

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Job Title]

**Employee ID:** [Insert ID Number]

**Subject: FINAL WRITTEN WARNING - Breach of Confidentiality**

Dear [Employee Name],

This letter serves as a formal final warning regarding your conduct and your failure to adhere to the company's confidentiality policies. This warning follows our meeting on [Date of Meeting], which was attended by [Name of Witnesses/HR].

**Description of Breach:**

It has been determined that on [Date of Incident], you engaged in the following behavior: [Provide a specific description of the breach, e.g., sharing sensitive client data, disclosing internal financial documents, or unauthorized access to private files].

**Policy Violation:**

This conduct is a direct violation of your Employment Agreement and the Company's Confidentiality Policy (Section [Insert Section Number]), which states: [Insert brief quote or summary of policy].

**Required Corrective Action:**

Effective immediately, you are required to comply with all data protection protocols and confidentiality agreements. You must ensure that no further sensitive information is accessed, shared, or discussed without explicit authorization.

**Consequences of Further Breach:**

Please consider this your **final warning**. Failure to improve your conduct or any further breaches of confidentiality will result in immediate termination of your employment.

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

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

-----

**Employee Acknowledgment:**

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

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