

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager Name]

**Subject:** Documented Verbal Warning for Breach of Confidentiality

Dear [Employee Name],

This letter serves as formal documentation of the verbal warning issued to you on [Date of Meeting] regarding a breach of company confidentiality protocols.

**Incident Description:**

On [Date of Incident], it was reported that you [describe the specific behavior, e.g., shared sensitive client data / discussed internal financial results with an unauthorized person]. This action is a direct violation of the Confidentiality Agreement you signed on [Date] and our company's Internal Privacy Policy.

**Impact:**

Maintaining the privacy of our [clients/company data/proprietary information] is critical to our operations and professional reputation. Failure to protect this information puts the organization at risk.

**Required Corrective Action:**

Effective immediately, you are expected to adhere to all confidentiality policies. This includes:

- Reviewing the Employee Handbook section on Confidentiality.
- Refraining from discussing sensitive information outside of authorized channels.
- Completing a refresher training on Data Privacy by [Deadline Date].

**Consequences:**

Please be advised that this documentation will be placed in your personnel file. Failure to improve your conduct or further violations of company policy may lead to more severe disciplinary action, up to and including termination of employment.

Sincerely,

[Manager Signature]

[Manager Name]

[Job Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this verbal warning and understand the expectations set forth.

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