

Date: [Date]

To: [Employee Name]

Position: [Job Title]

Employee ID: [ID Number]

Subject: First Written Warning for Breach of Confidentiality

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct. It has been determined that a breach of confidentiality occurred on [Date of Incident] involving [briefly describe the incident/information disclosed].

This action is a direct violation of the company's Confidentiality Policy and the terms of your Employment Agreement. The protection of sensitive information is critical to our operations and professional integrity.

As a result of this breach, the following improvements are required immediately:

- Strict adherence to all non-disclosure and privacy protocols.
- Refraining from discussing internal matters with unauthorized parties.
- Completion of a refresher course on Data Security by [Date].

Please be advised that further instances of unauthorized disclosure or any other policy violations may lead to more severe disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

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

[Employee Signature]

Date: _____