

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: SECOND WRITTEN WARNING - BREACH OF CONFIDENTIALITY

Dear [Employee Name],

This letter serves as a formal second written warning regarding your continued failure to adhere to the company's confidentiality policies. This warning follows a previous disciplinary meeting and written warning issued on [Date of First Warning] regarding a similar matter.

On [Date of Incident], it was brought to our attention that you were involved in a further breach of confidentiality, specifically: [Describe the incident in detail, including what information was disclosed and to whom].

This conduct is a direct violation of your Employment Agreement and the company's Code of Conduct regarding the protection of sensitive information. Such breaches damage the trust between the company and its [clients/stakeholders/employees] and pose a significant risk to the business.

As this is your second warning, you are required to strictly comply with the following expectations immediately:

- Maintain absolute confidentiality regarding all proprietary and sensitive information.
- Review the company Confidentiality Policy (attached).
- [Insert any specific remedial action or training required].

Please be advised that your performance and conduct will be closely monitored. Failure to show immediate and sustained improvement, or any further breaches of company policy, may result in further disciplinary action, up to and including the termination of your employment.

A copy of this letter will be placed in your permanent personnel file. If you wish to provide a written response to this warning, please submit it to the HR department within [Number] days.

Sincerely,

[Signature]

[Printed Name]

[Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____