Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: FINAL WRITTEN WARNING - Breach of Confidentiality

Dear [Employee Name],

This letter serves as a formal final written warning regarding your conduct. On [Date of Incident], it was determined that you were in breach of the company's Confidentiality Policy and the terms of your employment contract.

Specifically, the following incident occurred: [Insert detailed description of the breach, including what information was disclosed and to whom].

A formal meeting was held on [Date of Meeting] with [Names of Attendees] to discuss this matter. During this meeting, you were given the opportunity to respond to the allegations. After careful consideration of the facts, it has been decided that your actions constitute a serious violation of company policy regarding the protection of sensitive information.

Please be advised that this is a final written warning. We expect you to adhere strictly to all company policies, specifically those relating to data protection and confidentiality, moving forward. You are required to: [Insert specific corrective actions or expectations].

This warning will remain in your personnel file for a period of [Number] months. Please be aware that any further breaches of confidentiality or any further instances of misconduct will result in further disciplinary action, up to and including the immediate termination of your employment.

You have the right to appeal this decision. If you wish to do so, you must submit your appeal in writing to [Name of Person/Department] within [Number] days of receiving this letter, stating your grounds for appeal.

Yours sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]

Acknowledgment of Receipt:

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

_____
[Employee Signature]

_____
[Date]