

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Formal Warning Letter - Breach of Client Confidentiality

Dear [Employee Name],

This letter serves as a formal warning regarding your recent breach of client confidentiality. It has come to the attention of management that on [Date of Incident], you disclosed sensitive client information regarding [Name of Client or Project] to an unauthorized party.

Specifically, the incident involved:

[Insert brief description of the breach, e.g., sharing documents via personal email, discussing client details in a public area, etc.]

The protection of client information is a fundamental requirement of your employment and is clearly outlined in the [Company Name] Employee Handbook and the Confidentiality Agreement you signed on [Date of Signing]. This breach is a serious violation of our company policy and undermines the trust our clients place in us.

By this letter, you are instructed to:

- Immediately cease any further unauthorized disclosure of confidential information.
- Re-read the company's Confidentiality and Data Protection policies.
- Complete a mandatory retraining session on Data Privacy by [Deadline Date].

Please be advised that further violations of company policy or any subsequent breaches of confidentiality will result in more severe disciplinary action, up to and including the termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

I acknowledge that I have received this warning letter and understand the contents herein.

[Employee Signature]

[Date]