

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Employee Address]

Subject: Notice of Disciplinary Suspension - Confidentiality Breach

Dear [Employee Name],

This letter serves as formal notification that you are being placed on a disciplinary suspension without pay for a period of [Number] working days, effective [Start Date] through [End Date]. You are expected to return to work on [Return Date].

This action is being taken following an investigation into a breach of confidentiality that occurred on [Date of Incident]. Specifically, it was determined that you [Description of Breach, e.g., shared sensitive client data / disclosed internal financial reports] to unauthorized individuals. This conduct is a direct violation of the company's Confidentiality Agreement and the Employee Code of Conduct.

During this suspension, you are prohibited from performing any work-related tasks, accessing company systems, or entering company premises. All company property, including your [Laptop/ID Badge/Keys], must be surrendered to [Manager Name/HR] for the duration of this period.

Please be advised that this is a final warning. Any further violations of company policy, including further breaches of confidentiality or professional conduct, will result in further disciplinary action, up to and including the immediate termination of your employment.

Upon your return to work, you will meet with [Name] at [Time] to review our data security protocols and confirm your commitment to our confidentiality standards.

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Department]

Acknowledgment of Receipt:

I acknowledge that I have received this letter and understand the terms of my suspension.

[Employee Signature] [Date]