

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Representative]

Subject: Disciplinary Performance Improvement Plan (PIP) - Breach of Confidentiality

Dear [Employee Name],

This letter serves as a formal disciplinary warning and the implementation of a Performance Improvement Plan (PIP) regarding a recent breach of confidentiality. On [Date of Incident], it was determined that you [Description of Breach, e.g., shared sensitive client data / disclosed internal payroll information] without authorization.

This conduct is a direct violation of our company's Confidentiality Agreement and the Employee Handbook. Such actions jeopardize the trust and security of our organization and our clients.

Required Improvements:

- Immediate and strict adherence to all data privacy and confidentiality protocols.
- Completion of a mandatory "Information Security and Privacy" retraining course by [Date].
- Successful completion of a [30/60/90]-day probationary period with zero further policy violations.
- Participation in weekly check-in meetings with [Manager Name] to review security compliance.

Timeline:

This PIP is effective immediately and will be reviewed on [End Date]. Your performance will be monitored closely during this window.

Consequences of Non-Compliance:

Failure to meet the requirements outlined above or any further breach of company policy may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the expectations set forth.

[Employee Signature]

[Date]

[Manager Signature]