

**Date:** [Date]

**To:** [Employee Name]

**From:** [Manager/HR Name]

**Subject:** LAST CHANCE AGREEMENT - BREACH OF CONFIDENTIALITY

Dear [Employee Name],

This letter serves as a formal Last Chance Agreement following the recent investigation into your breach of the company's confidentiality policy. On [Date of Incident], it was determined that you [briefly describe the breach, e.g., shared sensitive client data / disclosed trade secrets].

Your actions constitute a serious violation of your employment contract and the signed Non-Disclosure Agreement. While this conduct is grounds for immediate termination, the company has decided to offer you a final opportunity to remain employed under the following conditions:

- **Full Compliance:** You must strictly adhere to all company policies, specifically those regarding data protection, privacy, and confidentiality.
- **Training:** You are required to complete [Name of Training Course] by [Deadline Date].
- **Probationary Period:** You will be placed on a performance improvement and monitoring period for [Number] months, effective immediately.
- **No Further Violations:** Any further breach of confidentiality or any other company policy during this period will result in immediate termination of employment without further warning.

By signing below, you acknowledge that you understand the severity of your actions and agree that this is your final warning. You waive the right to further disciplinary appeals regarding this specific incident.

Please sign and return this document by [Deadline Date] if you accept these terms.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_