

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Subject: Second Formal Written Warning - Breach of Confidentiality**

Dear [Employee Name],

This letter serves as a second formal written warning regarding your continued failure to adhere to the company's confidentiality policies. This warning follows our meeting held on [Date of Meeting], which was attended by [Names of Attendees].

It has been determined that on [Date of Incident], you breached confidentiality by: [Insert detailed description of the specific breach].

This incident follows a previous formal warning issued to you on [Date of First Warning] regarding a similar matter. Protecting sensitive information is a fundamental requirement of your employment contract and our Code of Conduct. This second breach is considered a serious disciplinary matter.

**Required Improvements:**

You are required to immediately cease any unauthorized disclosure of company information. You must strictly follow all data protection protocols and confidentiality agreements. [Insert any specific training or corrective actions].

**Consequences:**

Please be advised that this is your second formal warning. Your performance and conduct will be closely monitored. Failure to show immediate and sustained improvement, or any further breaches of company policy, may result in further disciplinary action, up to and including termination of your employment.

A copy of this letter will be placed in your permanent personnel file.

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Your Name]

[Your Title]

-----

**Employee Acknowledgment:**

I acknowledge that I have received this written warning and understand the consequences of further policy breaches.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_