

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Formal Reprimand for Unauthorized Access to Intellectual Property

Dear [Employee Name],

This letter serves as a formal reprimand regarding your unauthorized access to the company's intellectual property (IP) on [Date of Incident].

It has been brought to our attention that you accessed [Specific File, Database, or Document Name] without the necessary authorization or a legitimate business requirement. This action is a direct violation of company policy regarding Data Security and Intellectual Property Protection, as outlined in the [Employee Handbook/Contract Name].

The company takes the protection of its proprietary information, trade secrets, and internal data very seriously. Unauthorized access poses a significant risk to the company's competitive advantage and operational security.

As a result of this breach, the following actions are being taken:

- A copy of this reprimand will be placed in your permanent personnel file.
- Your access permissions will be reviewed and restricted as deemed necessary.
- You are required to undergo mandatory data security retraining by [Deadline Date].

Please be advised that any further instances of policy violations or unauthorized data access may result in more severe disciplinary action, up to and including termination of employment.

We expect you to adhere strictly to all security protocols moving forward. Please sign below to acknowledge receipt of this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____