

DATE: [Insert Date]

TO: [Employee Name]

POSITION: [Employee Job Title]

FROM: [Manager Name/HR Department]

COMPANY: [Company Name]

RE: NOTICE OF UNAUTHORIZED DISCLOSURE OF CONFIDENTIAL INFORMATION

Dear [Employee Name],

This letter serves as formal notification regarding a breach of confidentiality. It has come to the attention of [Company Name] that on [Date of Incident], the following confidential information was disclosed without authorization: [Provide brief description of the information disclosed].

Our records indicate that this information was shared with [Recipient Name/Entity] via [Method of Disclosure, e.g., email, verbal conversation, social media].

As outlined in the Confidentiality Agreement and Employee Handbook you signed on [Date of Signing], all firm information regarding [clients, trade secrets, financial data, etc.] is strictly confidential and is not to be disclosed to any third party without prior written consent.

The unauthorized disclosure of firm information is a serious violation of company policy and legal obligations. As a result of this breach, the company is taking the following actions:

- [Insert Action 1, e.g., Formal Written Warning]
- [Insert Action 2, e.g., Suspension of Access Privileges]
- [Insert Action 3, e.g., Investigation into further damages]

You are hereby instructed to immediately cease any further dissemination of this information and to return or destroy any copies of the confidential materials in your possession. You are also required to provide a written explanation of the circumstances surrounding this disclosure by [Deadline Date].

Please be advised that further violations may result in additional disciplinary action, up to and including termination of employment and potential legal proceedings.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Sender Signature]

[Sender Name and Title]

Employee Acknowledgment:

Signature: _____ Date: _____