

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: FINAL WARNING - VIOLATION OF NON-DISCLOSURE AGREEMENT (NDA)

Dear [Recipient Name],

This letter serves as a formal final warning regarding your breach of the Non-Disclosure Agreement (NDA) signed on [Date NDA was signed] between yourself and [Company Name].

It has come to our attention that you have engaged in the following unauthorized disclosure or use of confidential information:

[Insert description of specific violation/incident here]

This conduct is a direct violation of Section [Insert Section Number] of your agreement, which prohibits the disclosure of [Insert type of information, e.g., trade secrets, client lists, proprietary data].

Required Actions:

- Immediately cease all further disclosure or use of the confidential information.
- Return or destroy all copies of the confidential materials in your possession by [Insert Deadline Date].
- Provide written confirmation that you have complied with these requirements.

Failure to comply with this notice or any further breach of the NDA will result in immediate legal action. This includes, but is not limited to, seeking injunctive relief, monetary damages, and the recovery of legal fees as permitted by law. In the case of current employees, this may also result in immediate termination of employment.

We expect your full and immediate cooperation in this matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]