

# Warning Letter for Employee Misconduct: Data Breach

Date: [Insert Date]

To,  
[Employee Name]  
[Employee ID]  
[Department/Designation]

Subject: **Warning Letter for Data Breach and Misconduct**

Dear [Employee Name],

This letter serves as a formal warning regarding a serious incident of misconduct involving a data breach that occurred on [insert date of incident]. Upon thorough investigation, it was determined that you [briefly describe the employee's action, e.g., "accessed, shared, or disclosed confidential company information without proper authorization"].

This action constitutes a clear violation of the company's **Data Protection Policy** and **Confidentiality Agreement**, both of which you acknowledged upon your employment. Your actions have jeopardized the security and integrity of sensitive company information, potentially exposing the company to legal liabilities, financial penalties, and reputational damage.

Please be reminded of the following company policies:

- All employees are strictly prohibited from unauthorized access, use, or distribution of confidential information.
- Failure to comply with data protection procedures will result in disciplinary action, including but not limited to suspension or termination.

This letter constitutes a formal warning. Any further incidents of data breach or violation of confidentiality will lead to more severe disciplinary action, up to and including immediate dismissal. It is imperative that you abide by all company policies and vigorously protect company data moving forward.

You are required to:

- Submit a written explanation for your actions within [number of days, e.g., "three (3)"] working days of receipt of this letter.
- Attend a meeting with [HR/Manager Name] on [insert date] to discuss this matter.

We trust you understand the seriousness of this warning and expect your complete cooperation in the future.

Sincerely,  
[Manager's Name]  
[Designation]  
[Company Name]