

Date: [Insert Date]

To: [Employee Name]  
[Employee Position/Title]  
[Department]  
[Company Name]

**Subject: Formal Warning â€“ Breach of Confidentiality**

Dear [Employee Name],

This letter serves as a formal warning regarding a recent incident of **misconduct involving a breach of confidentiality**.

It has come to our attention that on [insert date of incident], you **disclosed sensitive company information** relating to [briefly describe the nature of the confidential information, e.g., client data, proprietary processes, internal strategy] to [state recipient or context, e.g., unauthorized individuals, external parties, etc.] without proper authorization. This action is a direct violation of [Company Name]'s confidentiality policy and the confidentiality agreement you acknowledged upon employment.

Maintaining the confidentiality of company information is of utmost importance to protect organizational integrity, client privacy, and our competitive advantage. Breaching this trust not only endangers company interests but could also have legal and reputational ramifications.

This formal warning is being placed in your personnel file. Any further violation of our confidentiality policies will result in more severe disciplinary action, up to and including termination of employment.

We strongly urge you to review the company's confidentiality policies and ethical standards. If you require clarification or guidance on these matters, please arrange a meeting with your line manager or the Human Resources department at your earliest convenience.

This warning is intended to reinforce the seriousness with which [Company Name] treats breaches of confidentiality. We expect strict compliance with all company policies going forward.

Please acknowledge receipt of this letter by signing below.

Sincerely,  
[Manager/Supervisor Name]  
[Manager/Supervisor Title]  
[Company Name]

Employee Acknowledgement:

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[Employee Name & Signature]

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