

**Date:** [Insert Date]

**To:** [Employee Name/Department]

**From:** [Management/Security Department Name]

**Subject: Notice of Internal Data Mishandling**

Dear [Recipient Name],

This letter serves as formal notification regarding a recent incident of internal data mishandling that has been brought to our attention. Following an internal review, it was determined that on [Date of Incident], the following data security protocol was not followed:

[Insert description of the incident, e.g., unauthorized access to a file, improper storage of sensitive information, or sending data to an external recipient.]

While we [have/have not] identified any malicious intent at this time, this occurrence is a violation of our organization's Data Protection and Privacy Policy. Protecting company and client information is a critical responsibility, and any deviation from established security procedures poses a significant risk.

**Required Actions:**

- Immediately delete any unauthorized copies of the data in your possession.
- Review the attached Data Security Policy.
- Complete the mandatory security retraining module by [Deadline Date].
- [Insert any other specific instructions].

Please be advised that further incidents of this nature may result in disciplinary action, up to and including termination of employment. We take the security of our data very seriously and expect full cooperation in maintaining our safety standards.

Please sign and return a copy of this notice to acknowledge that you have read and understood the contents.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]

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**Acknowledgment of Receipt:**

I acknowledge that I have received this notice and understand the importance of adhering to company data policies.

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