

STRICT SECURITY AND CONFIDENTIALITY WARNING

Date: [Insert Date]

To: [Recipient Name/All Staff]

Subject: Formal Notice of Confidentiality Obligations

This is a formal notice regarding the security and confidentiality requirements of your role at [Company Name].

You are hereby reminded that you have access to sensitive, proprietary, and protected information. This includes, but is not limited to:

- Client and personnel data.
- Trade secrets and intellectual property.
- Financial records and strategic business plans.
- Internal security protocols.

Required Conduct:

- Do not share passwords or access credentials.
- Do not discuss confidential matters in public areas or via unsecured channels.
- Do not remove physical or digital sensitive assets from the premises without written authorization.
- Report any suspected security breaches or data leaks immediately to [Department/Contact].

Legal Consequences:

Any unauthorized disclosure, duplication, or misuse of confidential information is a direct violation of company policy and your signed Non-Disclosure Agreement (NDA). Such actions will result in immediate disciplinary action, up to and including termination of employment and legal prosecution to the fullest extent of the law.

By continuing your engagement with [Company Name], you acknowledge your understanding of these strict security protocols.

Regards,

[Your Name/Signature]
[Your Title]
[Department Name]