

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Written Warning for Unapproved Extraction of Client Information

Dear [Employee Name],

This letter serves as a formal written warning regarding your unauthorized extraction of client information on [Date of Incident].

It has come to our attention that you performed the following action: [Describe specific action, e.g., downloading client lists to a personal drive, emailing client contact details to a private account]. This action was taken without prior management approval or a legitimate business necessity.

This conduct is a direct violation of our company's Data Privacy Policy, Confidentiality Agreement, and Information Security Protocol. Protecting client data is a fundamental requirement of your employment, and any breach of this trust compromises the company's legal obligations and reputation.

Required Corrective Action:

- Immediately delete or return all unauthorized copies of the data.
- Review the attached Company Data Privacy Policy.
- Complete a mandatory retraining session on Data Security by [Date].

Failure to comply with these requirements or any further instances of unauthorized data handling will result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the seriousness of this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____