

STRICTLY CONFIDENTIAL

Date: [Insert Date]

To: [Employee Name]

Job Title: [Employee Title]

Department: [Department Name]

Subject: Formal Warning Regarding Breach of Financial Confidentiality

Dear [Employee Name],

This letter serves as a formal executive warning regarding a serious breach of professional conduct. It has been brought to the attention of management that sensitive institutional financial strategies have been disclosed to unauthorized parties.

Specifically, the following incident(s) occurred: [Insert brief description of the leak and date].

As an executive-level employee, you have access to proprietary financial models, investment plans, and budgetary forecasts. The unauthorized disclosure of this information poses a significant risk to the institution's competitive advantage and market stability. Your actions constitute a direct violation of your employment agreement and the company's Confidentiality and Non-Disclosure Policy.

Effective immediately, you are required to:

- Cease all unauthorized communication regarding internal financial data.
- Participate in a mandatory security review meeting on [Insert Date].
- Review and re-sign the corporate Ethics and Confidentiality Agreement.

Please be advised that further incidents of this nature, or any continued failure to safeguard institutional secrets, will result in more severe disciplinary action, up to and including immediate termination of employment and potential legal proceedings.

A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the gravity of the situation.

[Employee Signature]