

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: Formal Warning Regarding Unauthorized Disclosure of Sensitive Customer Data

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct involving the handling of sensitive customer account information. It has come to our attention that on [Date], the following incident occurred:

[Insert brief description of the breach, e.g., sharing account login details or personal identification data with an unauthorized party].

This action is a direct violation of our Company Confidentiality Agreement and our Data Protection Policy. Protecting customer data is a fundamental requirement of your role, and failure to do so compromises the security of our clients and the integrity of the company.

Please be advised that further instances of non-compliance with our data security protocols will lead to more severe disciplinary action, which may include termination of your employment.

We require you to acknowledge receipt of this warning and confirm that you have re-read the company's Information Security Policy by signing below.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Employee Acknowledgment:

I confirm that I have received this warning and understand the seriousness of this matter.

Signature: _____ Date: _____