

Date: [Insert Date]

To: [Employee Name]

Department: [Insert Department]

Employee ID: [Insert ID]

Subject: SECOND WARNING: Improper Handling of Confidential Institutional Information

Dear [Employee Name],

This letter serves as a formal second warning regarding your failure to comply with the institution's protocols for handling confidential and sensitive information. Despite the initial warning issued on [Date of First Warning], it has been brought to our attention that another incident occurred on [Date of New Incident].

Description of Incident:

[Insert specific details of the breach or mishandling].

This conduct is a direct violation of our Information Security Policy and the non-disclosure agreement signed at the commencement of your employment. Your failure to protect sensitive institutional data poses a significant risk to the organization.

Required Corrective Action:

Effective immediately, you are required to:

- Complete the mandatory "Data Privacy and Confidentiality" refresher training by [Deadline Date].
- Review the Employee Handbook section regarding Information Security.
- Strictly adhere to all institutional protocols for data encryption, storage, and transmission.

Please be advised that this is a serious matter. Failure to rectify this behavior or any further instances of mishandling confidential information will result in more severe disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file. Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

Employee Acknowledgment:

Signature: _____ Date: _____