

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department]

**Subject: STRICT WARNING: Breach of Client Asset Confidentiality**

Dear [Employee Name],

This letter serves as a formal strict warning regarding a serious breach of the company's Confidentiality Agreement and Data Protection Policy. It has come to our attention that on [Date of Incident], you were involved in the following unauthorized action:

[Insert brief description of the breach, e.g., unauthorized access, sharing, or removal of client data/assets].

The protection of client assets and information is a fundamental requirement of your employment. Your actions have not only compromised the trust of our clients but have also exposed the company to significant legal and reputational risks.

Please be advised that this behavior is unacceptable and will not be tolerated. You are hereby instructed to:

- Immediately cease all unauthorized use or disclosure of client information.
- Return or delete any unauthorized client assets in your possession under supervision.
- Re-attend mandatory Confidentiality and Data Security training by [Date].

This letter will be placed in your permanent personnel file. Failure to comply with company policies moving forward, or any further breach of confidentiality, will result in more severe disciplinary action, up to and including immediate termination of employment.

Please sign and return a copy of this letter to acknowledge that you have received this warning and understand the gravity of the situation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acknowledgment:**

I, [Employee Name], acknowledge receipt of this formal warning and understand the consequences of further breaches.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_