

Confidentiality Agreement Violation Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally address a violation of the confidentiality agreement dated [Insert Date of Agreement] that you entered into with [Your Company/Organization Name]. It has come to our attention that there has been an unauthorized disclosure of confidential information, specifically [Describe the specific information or incident].

This action is a breach of the agreement, which prohibits the sharing of confidential information without prior written consent. Such violations may result in serious consequences, both legally and regarding your ongoing association with our organization.

We request that you immediately cease any further disclosure and take appropriate measures to mitigate any damage that may have been caused by this breach. Additionally, we expect a written response by [Insert Response Deadline], outlining your understanding of this situation and the steps you will take to rectify it.

Failure to comply may result in further action, which could include legal proceedings.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization Name]
[Contact Information]