

# Directive to Halt Unauthorized Information Sharing

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Immediate Action Required - Halt Unauthorized Information Sharing

Dear [Recipient Name],

It has come to my attention that there have been instances of unauthorized sharing of confidential information related to [specific project or subject]. This practice is not only against our established protocols but may also pose significant risks to our organization's integrity and security.

Effective immediately, I direct you to cease any further distribution of such information without the appropriate authorizations. Please ensure that all team members are made aware of this directive and understand the importance of protecting sensitive information.

Failure to comply with this directive may result in disciplinary action. Your cooperation in this matter is essential for maintaining our organization's standards and trust.

If you have any questions or require clarification regarding this directive, please do not hesitate to reach out to me directly.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]