

Confidentiality Breach Reminder

Date: [Insert Date]

Dear [Employee's Name],

We would like to remind you of the importance of maintaining the confidentiality of sensitive information as part of our compliance training. It has come to our attention that there may have been a breach of our confidentiality policies regarding [briefly describe the incident, e.g., "the sharing of confidential client information"].

As an employee of [Company Name], it is your responsibility to ensure that all confidential information is handled appropriately and in accordance with our established policies and procedures. To avoid any further issues, we strongly recommend that you participate in the upcoming compliance training session scheduled for [insert date].

Please confirm your attendance by responding to this email. If you have any questions or concerns regarding our confidentiality policies, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]