

Reminder: Confidentiality Breach

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a reminder regarding the importance of maintaining confidentiality in all aspects of our work. We have recently identified a breach of confidentiality concerning [specific incident details].

It is crucial to remember that adherence to our confidentiality protocols is imperative to protect sensitive information and uphold the trust and integrity of our organization.

Please review the confidentiality policies outlined in our employee handbook and ensure that all future actions comply with these guidelines.

If you have any questions or need clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]