

Letter of Breach of Non-Disclosure Policy

Date: [Insert Date]

To: [Employee/Contractor Name]

Address: [Employee/Contractor Address]

Subject: Notice of Breach of Non-Disclosure Policy

Dear [Employee/Contractor Name],

We are writing to formally notify you of a breach of the Non-Disclosure Policy that you agreed to upon your engagement with [Company Name]. It has come to our attention that [describe the breach incident briefly, e.g., "confidential information was shared with an unauthorized third party"].

This breach is a serious violation of the trust and expectations outlined in your non-disclosure agreement, signed on [insert date of agreement]. This agreement is in place to protect sensitive information crucial to our operations and the privacy of our clients.

Please be advised that [Company Name] takes such violations seriously and may consider further actions, including but not limited to, potential termination and legal actions in accordance with company policy.

We require a written explanation regarding this breach by [insert response deadline]. Please send your response to [insert contact information].

We hope to resolve this matter promptly and appreciate your immediate attention to this serious issue.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]