

Confidentiality Breach Warning

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

This letter serves as a formal warning regarding a breach of confidentiality that has come to our attention. It is imperative that you understand the severity of this matter.

On [insert date of breach], it was reported that [describe the nature of the breach]. This breach violates the confidentiality agreement that was signed on [insert date]. As a contractor representing [Company Name], you are expected to uphold the highest standards of confidentiality regarding all sensitive information.

We emphasize the importance of adhering to your obligations under the confidentiality agreement and expect immediate corrective actions to prevent any future breaches. Failure to comply may result in further disciplinary actions, including potential termination of your contract with us.

If you have any questions or wish to discuss this matter further, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]