

# Confidentiality Breach Warning

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you of a serious matter regarding a potential confidentiality breach that may have occurred related to your recent activities.

It has come to our attention that sensitive company information may have been inadvertently disclosed or mishandled. As an employee of [Company Name], it is your responsibility to maintain the confidentiality of all proprietary and sensitive information.

We take such breaches very seriously and are currently conducting a thorough investigation to understand the extent of the situation. We ask you to refrain from discussing this matter with anyone outside of the responsible parties involved.

Please reach out to [HR/Compliance Officer Name] at [contact information] to discuss this matter further. It is essential that we address this issue with urgency and ensure that all necessary measures are taken to protect our company's confidential information.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]