

Confidentiality Breach Warning

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Breach of Confidentiality

Dear [Team Member's Name],

I am writing to inform you of a serious matter regarding a breach of confidentiality that has recently come to my attention. It has been reported that sensitive company information was shared without proper authorization.

This behavior violates our company policies and undermines the trust we have established within our team. As confidentiality is paramount to our operations, it is essential that all team members adhere strictly to our privacy protocols.

Please consider this letter a formal warning. I urge you to reflect on the importance of maintaining confidentiality in our work environment. Further breaches may result in more severe disciplinary action.

If you have any questions or require clarification regarding this matter, do not hesitate to reach out to me directly.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]