

# Warning Letter: Violation of Nondisclosure Clause

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally address a serious concern regarding a potential violation of the nondisclosure agreement (NDA) entered into on [Insert Date of Agreement]. It has come to our attention that you may have disclosed confidential information pertaining to [Insert Description of Confidential Information] to unauthorized personnel.

This action is a breach of the terms agreed upon in the nondisclosure clause, which specifically prohibits the sharing of sensitive information without prior written consent.

We require you to cease any further disclosure of such information and to provide a written explanation regarding this incident by [Insert Deadline Date]. Failure to comply with this request may result in further action, including potential legal remedies.

We appreciate your immediate attention to this matter and expect your cooperation in resolving it.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]