[Your Name]

[Company Name]

[email]

[Date]

[Recipient Name]

[Company Name]

[Title]

Dear [Recipient Name]:

The management finds the need for this important notice to be issued against you because of your recent violation of company policy and the intensity of this matter. Mr. John reported two weeks ago that he had some doubts regarding your habit of passing confidential information of our organization to other agents. He politely talked to you about this issue, but you rejected the accusation completely.

The case could have been dropped that day if he didn't see you exchanging important files yesterday with the same person he warned you about. Now, this is really a matter of serious concern and an extreme case of violating company's rule. As no employee under any circumstances can leak our personal data to anyone.

Therefore, if you want to continue this job and want progress in this leading organization kindly proceed by being a loyal employee. Otherwise, the organization will have no other choice than to terminate you from this company.

Sincerely,

[Your Name]

[Title]