Your Name

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

The recent discussion following the board meeting was a confidential matter between you and the CEO of the company. Many important decisions regarding employees were taken in the discussion session. It was reported to us by one of the employees that you have disclosed many facts at lunchtime.

The CEO personally involved himself in the matter. We concluded that it was your fault. You are thereby being warned not to breach confidential information from now on. You are further advised to revise your behavior. In another case, strict action will be taken against you. We hope to see a better change.

Sincerely,

Your Name