Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this letter to warn you about respecting the privacy of information.

An office survey was conducted in December 2019. The results included personal information and opinions of the employees which is why that needed to be unshared. The information was with you and without any consideration, you just placed the file on the office portal which is accessible to all.

After we found out, we immediately removed it which is why you are only receiving a warning letter and not a termination letter.

We hope that you would become responsible for handling the privacy of information.

With thanks,

Name Here

Your Title