Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This warning letter is being written to you for not abiding by the contract terms.

In the recent ABC project, our company signed a contract in terms of the information protection. Instead of abiding by this clause, you disbursed the information to the finance department which was not allowed. We are only issuing you a warning letter as it was an internal sharing and we were able to control the situation.

You were clearly asked to restrict the information to your department. If something like this would occur in the future, we would certainly not tolerate it and would directly fire you.

We hope you would not repeat this mistake.

Name Here

Your Title