**DATE**

To

[Recipient Name]  
[Designation]  
[Company Name]

RE: Warning for failure to secure information

A few days back your supervisor gave you a CD which had important details regarding the ongoing company project. It has been previously observed that you forget to lock your PC after completing any of your major works. You were warned verbally by your supervisor that keeping the system unlock may result in leakage of information. But it seems you had not taken his words seriously.

Your negligence has resulted in leakage of major details of the said project. We had entrusted you with a valuable piece of information that you were unable to handle appropriately. You have been a very good employee of the company and we expect responsible behavior from you. Carelessness is something that shall not be tolerated.

We hereby are warning you once again through this letter to adopt a responsible attitude towards work. We do not wish to observe such behaviors in the future. I hope to see a positive change in you.

Sincerely,

[You Name]  
[Designation]