**DATE**

To

[Recipient Name]  
[Designation]  
[Company Name]

RE: Warning for failure to secure information

This letter is with reference to your email regarding the project. I had requested you to email me the project report. I had received the email, but I am sorry to inform you that you had been unable to handle the confidential report.

I had come to know that your PC was out of order from the past two days of which you did not speak to anyone. In the urgency of emailing me the report you had used your coworker’s PC and in doing so had forgotten to delete it from the respected individuals PC. Resultantly the information was out.

We do not expect such behavior from our employees. You are a valuable asset to our company. Next time whenever you face any kind of difficulty in processing work information, do let us know so that we can handle it in an appropriate manner. Second, you have used your coworker's PC which is certainly not allowed.

We intend to warn you to be careful in whatever you do. Negligence will not be tolerated.

Sincerely,

[You Name]  
[Designation]