**DATE**

To

[Recipient Name]  
[Designation]  
[Company Name]

RE: Warning for failure to secure information

We have previously ignored your frank nature of openly expressing your views amongst other co-workers considering it habitual. You have been verbally warned by your supervisor as well and we thought that it had worked in a good place.

You were entrusted with important company information which we are sorry to say has been reportedly discussed by you amongst your co-workers. This immediate step taken by you has led us to issue a warning letter in your name.

You have been a very valuable employee of the company through all these years and we surely do not want to lose you. We hereby are warning you through this letter to stop your activities there and then otherwise demonstrating such behavior will certainly lead us to take serious action.

We hope to see a positive change in you in the near future.

Sincerely,

[You Name]  
[Designation]