**DATE**

To

[Recipient Name]  
[Designation]  
[Company Name]

RE: Warning for failure to secure information

The moment you were declined promotion has brought in a drastic change in your nature. It has been repeatedly observed by the management that you welcome everyone for discussing any minor change regarding company matters.

We had certainly taken it as a result of not being promoted and entrusted you with some official information to make you feel like a part of the company. Unfortunately, things did not go well.

You have discussed important company information amongst your co-workers which have led us to issue this warning letter. You have been a very proficient and talented employee of the company whose efforts have always been valued. But showing disrespect for confidential information will not be tolerated.

We intend to warn you in this letter to avoid unnecessary discussions otherwise strict action will be taken against you.

We intend and hope to see a positive change in you.

Sincerely,

[You Name]  
[Designation]