**DATE**

To

[Recipient Name]  
[Designation]  
[Company Name]

RE: Warning for failure to secure information

We have been receiving constant complaints against you with respect to leaking out information entrusted upon you. We had earlier warned you verbally to avoid such things, but it seems that things did not do well.

Our ignorance has led you to not only discuss important information given to you but also openly express your thoughts which are certainly not tolerable. You have been a diligent employee of the company and valuable too. We do not wish to lose you but if you remain intact with your habit, we are afraid we will have to take some serious action against you.

We intend to warn you to stop practicing discussions amongst co-workers as this is not tolerable at any cost. Any further complaint will lead to strict action against you.

We hope to see a positive change in you.

Sincerely,

[You Name]  
[Designation]