

Confidentiality Breach Notification Letter

Subject: URGENT - Confidentiality Breach Notice

Dear [Recipient Name],

I am writing to inform you of a serious matter that requires your immediate attention. It has come to our knowledge that confidential information belonging to [Company Name] may have been disclosed without authorization on [Date].

The breach involves: [Brief description of what information was compromised]

This incident is in direct violation of the confidentiality agreement you signed on [Date]. We take the protection of our proprietary information extremely seriously, and this breach has potentially caused significant harm to our business operations and competitive position.

We are conducting a thorough investigation into this matter and request your full cooperation.

Please provide a written explanation of the circumstances surrounding this incident within [Number] business days of receiving this letter.

Depending on the outcome of our investigation, we may pursue all available legal remedies, including termination of employment/contract, monetary damages, and injunctive relief.

Please contact [Contact Person] at [Contact Information] to discuss this matter further.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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