Mr. ABC  
CEO XYZ Textiles

Mr. Smith  
Assistant Manager  
XYZ Textiles

Dated: 10th July, 20XX

Subject: Warning letter for releasing or discussing company information

Dear Smith,

From the past few days, it has been observed that you have not only discussed information entrusted to you but also invited your co-workers for their opinion. Your supervisor has in the first instance warned you verbally of your ongoing discussions, but it seems that it was taken seriously by you

Smith, you have been working as a responsible employee of the company. Your efforts are marketed by your increased performances. You are a valuable employee with whom we wish to work in our future endeavors. But this behavior of yours is creating a hindrance in it as it is certainly not tolerable.

Through this letter we intend to warn you of your ongoing actions otherwise serious action will be taken against you. We hope to receive a positive reply from you.

Yours Sincerely.

ABC

CEO XYZ Textile.