

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Letter to Boss – Fellow Employee’s Break in Confidence

Dear :

As you know, {Name of employee} and I were working together regarding the development of a fabric that would not only resist tears and snags, but could be mended with the application of water. This new fabric would relieve the wearing of having to sew tears or rips. This top-secret development would be able to put FabryTech Industries at the forefront of the textile industry. Due to the importance and secrecy of this project, {Name of employee} and all related staff have been held to the strictest levels of confidentiality. However, it has come to my attention that we have experienced a breach of trust. {Name of employee} has allowed this confidential information to slip out of the confides of the lab. I am not sure if this was done accidentally or with other intentions in mind.

I am having a meeting with {Name of employee} on {date}. I am requesting that you also be at this meeting. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E