

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: FINAL WARNING: Prohibited Distribution of Internal Banking Mechanisms

Dear [Employee Name],

This letter serves as a formal final warning regarding your conduct. It has been determined that you have engaged in the unauthorized distribution of internal banking mechanisms, protocols, or proprietary documentation. Specifically, the following incident(s) occurred:

[Insert brief description of the incident, including dates and specific mechanisms shared]

The distribution of internal banking mechanisms, including but not limited to software code, operational workflows, security keys, or internal processing tools, is a severe violation of the Bank's Data Governance Policy, Information Security Standards, and your Employment Agreement.

Please be advised that this behavior compromises the security and integrity of the institution. This is your final warning. Any further instances of unauthorized sharing of confidential information or violation of banking security protocols will result in immediate termination of your employment.

Required Actions:

- Immediately cease all unauthorized distribution of internal materials.
- Return or delete all unauthorized copies of sensitive mechanisms in your possession.
- Complete mandatory Information Security Retraining by [Insert Date].

A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Your Name/Manager Name]

[Title]

[Bank Name]

Employee Acknowledgment:

I acknowledge that I have received this final warning and understand the consequences of further violations.

Signature: _____ Date: _____