

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Security Officer Name]

Subject: Formal Notification: Clean Desk and Information Security Policy Violation

Dear [Employee Name],

This letter serves as a formal notification regarding a violation of the Company's Clean Desk and Information Security Policy. Adherence to these policies is critical to protecting sensitive data and maintaining the security of our physical and digital workspace.

Incident Details:

- **Date of Discovery:** [Insert Date]
- **Location:** [Insert Workstation/Office Number]
- **Nature of Violation:** [e.g., Unlocked computer terminal, sensitive documents left on desk overnight, exposed passwords, or unsecured portable media.]

Impact and Risk:

Leaving sensitive information or active systems unattended creates a significant security risk, including unauthorized access to proprietary data, breach of client confidentiality, and potential non-compliance with data protection regulations.

Required Actions:

- Review the attached Clean Desk and Information Security Policy.
- Ensure all sensitive materials are stored in locked drawers at the end of each day or when leaving your desk for extended periods.
- Lock your computer workstation (Windows + L / Control + Command + Q) every time you step away.
- [Insert any additional remedial training or meetings required].

Please acknowledge receipt of this notification by signing below. Note that further violations may lead to additional disciplinary action, up to and including termination of employment.

Sincerely,

[Signature]

[Printed Name and Title]

Employee Acknowledgment:

I acknowledge that I have received this notification and understand the importance of complying with the Information Security Policy.

Signature: _____ Date: _____