

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [ID Number]

**Subject:** Formal Warning: Credential Sharing and IT Security Policy Violation

Dear [Employee Name],

This letter serves as a formal notification regarding a documented violation of [Company Name]'s IT Security and Acceptable Use Policy.

It has been brought to our attention that on [Date], the following incident occurred: [Briefly describe the incident, e.g., sharing of login passwords or multi-factor authentication codes with another individual].

The sharing of credentials poses a significant security risk to the organization, including unauthorized access to sensitive data, potential data breaches, and the compromise of audit trails. Our policy explicitly states that login credentials are unique to each user and must remain confidential at all times.

**Required Actions:**

- You must immediately update your system passwords.
- You are required to re-complete the [Name of Security Training] by [Deadline Date].
- You must strictly adhere to all company IT security protocols moving forward.

Please be advised that further violations of IT security policies may result in additional disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your personnel file. Please sign below to acknowledge that you have received this letter and understand the gravity of this violation.

Sincerely,

[Name of Manager/HR Representative]  
[Title]  
[Company Name]

**Acknowledgment of Receipt:**

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[Employee Signature]

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[Date]