

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Formal Warning: Unauthorized Access to Core Banking System

Dear [Employee Name],

This letter serves as a formal warning regarding your unauthorized access to the Core Banking System (CBS) recorded on [Insert Date] at [Insert Time].

According to our internal audit logs, you accessed [Account Number/Data Field] which does not fall under your assigned duties or portfolio. This action constitutes a direct violation of the bank's Information Security Policy and the Data Privacy Code of Conduct.

Please be advised of the following requirements moving forward:

- You must only access accounts and data essential to your specific job functions.
- You are prohibited from using your credentials to view personal information of colleagues, family, or high-profile clients without a valid business reason.
- Any further security breaches or unauthorized system queries will result in more severe disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file. If you have any explanation regarding this specific incident, you must submit it in writing to the HR Department within 48 hours.

Regards,

[Your Name]

[Your Title]

[Organization Name]

Acknowledgment of Receipt:

I confirm that I have received this warning and understand the consequences of future violations.

Signature: _____ Date: _____