

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department]

**Subject: Formal Warning Regarding Information Protection and Suspicious Activity**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct concerning the company's Information Protection policies. On [Date], the following suspicious activity was reported and/or recorded:

[Insert brief description of activity, e.g., unauthorized access to sensitive files, attempted export of proprietary data, or sharing of confidential login credentials].

Such activity is a direct violation of our Information Security Policy and our Employee Code of Conduct. Protecting company data is essential to our operations and security. Any breach of these protocols jeopardizes the integrity of our systems and our professional reputation.

**Required Corrective Action:**

- Immediately cease any activity that violates data protection protocols.
- Review the attached Company Information Protection Policy.
- Complete mandatory security re-training by [Insert Date].
- Ensure all future access to company information strictly follows authorized channels.

Please be advised that further incidents of suspicious activity or failure to comply with information security standards will lead to more severe disciplinary action, which may include termination of employment.

Please sign below to acknowledge that you have received this warning and understand the seriousness of this matter.

Sincerely,

[Manager/HR Representative Name]

[Job Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning and have discussed the contents with my supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_