

To: [Employee Name]

From: [Compliance Officer Name/HR Department]

Date: [Insert Date]

Subject: Formal Warning: Breach of SAR Confidentiality Protocols

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct concerning the confidentiality of Suspicious Activity Reports (SARs). It has come to our attention that on [Date], you [describe the specific incident, e.g., discussed a pending investigation with unauthorized staff / disclosed a SAR filing to a third party].

Under Anti-Money Laundering (AML) laws and our internal company policy, the existence of a SAR or any information that could lead to the discovery of a SAR must remain strictly confidential. Disclosing such information-commonly known as "tipping off"-is a serious violation that carries significant legal penalties and regulatory fines for both the individual and the organization.

Please be advised that:

- You are prohibited from disclosing SAR-related information to any person involved in the transaction or any unauthorized personnel.
- Future violations of these confidentiality protocols will result in further disciplinary action, up to and including termination of employment.
- You are required to complete a mandatory retraining session on AML/SAR confidentiality by [Insert Date].

Please acknowledge receipt of this warning by signing below.

Sincerely,

[Signature]

[Name and Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the seriousness of the breach regarding SAR confidentiality.

Signature: _____ Date: _____