

Date: [Insert Date]

To: [Employee Name]

Department: [Insert Department]

Employee ID: [Insert ID]

Subject: WARNING LETTER - VIOLATION OF SUSPICIOUS ACTIVITY REPORT (SAR) CONFIDENTIALITY

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the non-disclosure requirements related to Suspicious Activity Reports (SARs) and Anti-Money Laundering (AML) protocols.

It has come to our attention that on [Insert Date], you allegedly disclosed information regarding [a filed SAR / the intent to file a SAR / internal investigations] to [Name of Person or Description of Party].

Under federal law and our internal compliance policy, the existence of a SAR or any information that would reveal that a SAR has been prepared or filed is strictly confidential. Disclosing this information to the subject of the report or any unauthorized third party is a violation of the Bank Secrecy Act (BSA) and is commonly referred to as "tipping off."

Consequences of Non-Compliance:

1. Legal Penalties: Unauthorized disclosure can result in severe civil and criminal penalties for both the individual and the institution.
2. Employment Action: Further violations of confidentiality protocols will result in additional disciplinary action, up to and including immediate termination of employment.

You are required to immediately cease all unauthorized discussions regarding internal investigations or regulatory filings. You are also required to complete a mandatory retraining session on AML/SAR Confidentiality by [Insert Date].

Please sign below to acknowledge that you have received this warning and understand the severity of this policy violation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning letter and understand the confidentiality requirements regarding Suspicious Activity Reports.

Signature: _____ Date: _____