

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Letter of Warning Regarding Unauthorized Mobile Banking Access

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct concerning the unauthorized access of mobile banking systems. It has been reported and confirmed that on [Insert Date], you accessed or attempted to access [Insert Specific System/Account] without the required authorization or legitimate business purpose.

This action is a direct violation of the company's Information Security Policy and the Employee Code of Conduct, specifically the sections regarding Data Privacy and Internal Controls.

Unauthorized access to banking platforms poses a significant security risk to the institution and our clients. As a result of this incident, the following actions are being taken:

- This warning will be placed in your permanent personnel file.
- Your system access levels will be formally reviewed and may be restricted.
- You are required to complete mandatory Security Awareness Training by [Insert Date].

Please be advised that any further occurrences of unauthorized access or breaches of security protocols will result in more severe disciplinary action, up to and including immediate termination of employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

[Employee Signature]

[Date]