

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department]

**Subject: WARNING LETTER - MISAPPROPRIATION OF PROPRIETARY BANKING SOFTWARE**

Dear [Employee Name],

This letter serves as a formal warning regarding your unauthorized actions involving the bank's proprietary software and intellectual property. It has come to the attention of management that on [Insert Date], you engaged in the following conduct:

- Unauthorized [copying/downloading/distribution/modification] of [Name of Software/System].
- Violation of the Bank's Information Security and Data Protection Policy.
- Breach of the Confidentiality Agreement signed on [Date of Agreement].

The software in question is the exclusive property of [Bank Name]. Your actions constitute a serious breach of trust and pose a significant risk to the bank's operational security and regulatory compliance.

As a result of this misconduct, you are required to:

1. Immediately cease all unauthorized use or access of the software.
2. Return or delete any proprietary code, documentation, or data in your possession.
3. Attend a mandatory security compliance briefing on [Date].

Please be advised that this letter will be placed in your permanent personnel file. Any further violations of bank policy or any additional misappropriation of company assets will lead to more severe disciplinary action, up to and including immediate termination of employment and potential legal proceedings.

Please sign below to acknowledge receipt of this warning.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning and understand the consequences of further misconduct.

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