

DATE: [Insert Date]

TO: [Employee Name]

POSITION: [Employee Job Title]

DEPARTMENT: [Department Name]

RE: WARNING LETTER - UNAUTHORIZED SOLICITATION OF BANK CLIENTS

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct concerning the unauthorized solicitation of [Bank Name] clients. It has come to our attention that you have engaged in activities that violate our corporate policies and the confidentiality agreement signed at the commencement of your employment.

Specifically, it has been reported that on [Date], you [describe the specific action, e.g., contacted clients for personal business/competitor services/unapproved products].

Our records and policy manual strictly prohibit the use of internal client databases and confidential information for any purpose other than authorized bank business. Such actions pose a significant risk to the bank's professional reputation and breach the trust our clients place in us.

You are hereby instructed to:

- Immediately cease all unauthorized contact with bank clients.
- Refrain from using, copying, or distributing client data for non-bank purposes.
- Review the Bank's Code of Conduct and Confidentiality Policy.

Please be advised that this is a serious matter. Further instances of unauthorized solicitation or any other breach of bank policy will result in more severe disciplinary action, up to and including the immediate termination of your employment.

A copy of this letter will be placed in your permanent personnel file. Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Your Name]

[Your Title]

[Bank Name]

ACKNOWLEDGMENT OF RECEIPT:

[Employee Signature]

[Date]