

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Letter of Warning: Unauthorized Profile Modification Attempt

Dear [Employee Name],

This letter serves as a formal warning regarding an unauthorized attempt to modify profile settings and administrative data within the company's internal systems on [Insert Date].

Our security monitoring systems flagged an attempt to bypass standard protocols to alter [specify what was being changed, e.g., payroll details, job titles, or access levels]. This action is a direct violation of the company's Information Security Policy and the Code of Conduct.

Please be advised that all system activities are logged. Unauthorized access or modification of records is a serious matter that compromises the integrity of our data and security infrastructure.

Expectations for future conduct include:

- Strict adherence to all IT security and data privacy policies.
- Refraining from any attempts to access or modify restricted areas of the system.
- Using only authorized channels for any necessary profile updates.

Failure to comply with these requirements or any further instances of unauthorized system interference will result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this warning.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

[Employee Signature]

[Date]