

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Formal Warning: Multiple Failed Authentication Attempts

Dear [Employee Name],

This letter serves as a formal warning regarding recent security alerts associated with your user account. Our IT security systems have detected a high volume of failed authentication attempts on the following date(s): [Insert Dates].

According to our records, the details of the incidents are as follows:

- **System/Application:** [Insert System Name]
- **Number of Failed Attempts:** [Insert Number]
- **Location/IP Address:** [Insert IP or "Internal Network"]

These repeated failures have resulted in temporary account lockouts and have triggered our internal security protocols. Unauthorized access attempts, whether intentional or caused by negligence (such as using expired passwords in automated scripts or saved browser credentials), pose a risk to the company's data integrity.

Required Actions:

- Ensure all saved passwords on your devices are updated to your current credentials.
- Review the Company IT Security Policy regarding password management.
- If you are experiencing technical difficulties, contact the IT Helpdesk immediately at [Insert Phone/Email].
- Avoid sharing your credentials with any other person or service.

Please acknowledge receipt of this warning by signing below. Further instances of security policy violations may result in additional disciplinary action, up to and including termination of employment.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the security concerns raised.

Signature of Employee

Date: _____