

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

**Subject: FIRST WARNING LETTER - PROHIBITED CRYPTOCURRENCY
TRANSACTIONS**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent use of company resources to engage in cryptocurrency transactions. It has come to our attention that on [Insert Date], you utilized [Company Equipment/Network] to perform activities including [trading, mining, or transferring] digital assets.

According to the Company's [Policy Name, e.g., Acceptable Use Policy], the use of corporate infrastructure for personal financial trading or unauthorized high-bandwidth activities such as cryptocurrency mining is strictly prohibited.

This behavior is unacceptable because it:

- Violates corporate compliance and security protocols.
- Exposes the company network to potential cybersecurity risks.
- Utilizes company time and resources for personal financial gain.

You are required to cease all cryptocurrency-related activities on company systems immediately. We expect immediate and sustained improvement in your adherence to company policies. Please be advised that further violations may result in additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the company policy regarding cryptocurrency transactions.

[Employee Signature]

[Date]