

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Administrative Warning: Violation of Bank Data Security Protocols

Dear [Employee Name],

This letter serves as a formal administrative warning regarding your recent conduct concerning the bank's data security and information technology protocols. It has been reported and confirmed that on [Insert Date], you engaged in the following activity: [Insert Brief Description of Incident, e.g., using unauthorized external software, bypassing a firewall, or sharing secure credentials].

The bank maintains strict security measures to protect sensitive financial data and client information. Circumventing these controls, regardless of intent, poses a significant risk to the institution's security posture and violates our Information Security Policy and Code of Conduct.

Required Actions:

- Immediately cease all activities that bypass established security measures.
- Review the Bank Data Security Policy (attached/linked).
- Complete the "Mandatory Security Awareness Refresher" training by [Insert Date].

Please be advised that further violations of security protocols may lead to more severe disciplinary actions, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Your Name]

[Your Title]

[Bank Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the seriousness of this matter.

[Employee Signature]