

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department]

**Subject: Formal Warning Regarding Improper Usage of Banking Database Credentials**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent handling and usage of banking database credentials. Our internal security monitoring systems have identified a violation of the company's Information Security and Data Governance policies.

**Details of the Incident:**

- **Date of Occurrence:** [Insert Date]
- **Nature of Violation:** [e.g., Sharing credentials, using unauthorized scripts, logging in from an unapproved device, or leaving credentials exposed]
- **System Affected:** [Insert Database Name]

The security of our banking databases is critical to maintaining client trust and regulatory compliance. Any unauthorized or improper use of access credentials poses a significant risk to the integrity of our financial data and may lead to severe legal and financial consequences for the institution.

**Required Actions:**

- You must immediately change your database password following the corporate complexity requirements.
- You are required to complete a mandatory Security Awareness Refresher course by [Insert Date].
- You must strictly adhere to the "Clean Desk" and "Credential Management" policies moving forward.

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]  
[Department Name]

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**Employee Acknowledgment:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_