

**Date:** [Insert Date]

**To:** [Employee Full Name]

**Employee ID:** [Insert ID Number]

**Position:** [Insert Job Title]

**Subject: Formal Disciplinary Action - Unauthorized Access to Core Banking Systems**

Dear [Employee Name],

This letter serves as formal notification of disciplinary action regarding a serious breach of bank policy. On [Insert Date], it was discovered that you accessed the Core Banking System to view [Client Records/Internal Accounts/Sensitive Data] without a valid business requirement or prior authorization.

Following a formal investigation, the following facts were established:

- Date and time of access: [Insert Timestamp]
- System/Module accessed: [Insert System Name]
- Nature of the breach: [Insert details, e.g., viewing accounts of family members/celebrities/colleagues]

Your actions constitute a direct violation of the [Company Name] Data Privacy Policy, Information Security Protocol, and the Employee Code of Conduct. Unauthorized access to sensitive financial data undermines the trust of our clients and poses significant regulatory risks to the institution.

**Disciplinary Sanction:**

Based on the severity of this breach, the management has decided to issue a [Final Written Warning / Immediate Suspension / Termination of Employment], effective [Insert Date].

**Required Actions:**

[Insert required steps, e.g., mandatory retraining on data privacy, immediate revocation of system privileges, or surrender of company property].

Please be advised that any further violation of company policies will result in more severe disciplinary action, up to and including termination of your employment.

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

Regards,

[Your Name/Signature]

[Your Title]

[Department Name]

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**Employee Acknowledgment:**

I acknowledge that I have received this letter and understand the nature of the disciplinary action being taken against me.

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