

[Date]

[Employee Name]

[Employee ID]

[Department]

RE: FIRST NOTICE - UNWARRANTED ACCESS TO CUSTOMER INFORMATION

Dear [Employee Name],

This letter serves as a formal notice regarding a recorded breach of company policy concerning data privacy and customer confidentiality. Our internal monitoring systems have identified that on [Date of Incident], you accessed the customer profile of [Customer Name/Account Number] without a documented business justification or specific service request.

As outlined in the [Company Name] Employee Handbook and our Data Privacy Policy, employees are strictly prohibited from accessing customer information unless it is required to perform their specific job duties. Unauthorized "browsing" or looking up accounts for personal reasons is a violation of our security protocols.

Required Actions:

- Immediately cease all non-essential access to customer databases.
- Review the attached Data Privacy Policy.
- Complete the mandatory "Data Security Refresher" training module by [Deadline Date].

Please be advised that this is a first notice. Further instances of unwarranted access or any other violation of our privacy standards may result in more severe disciplinary action, up to and including termination of employment.

A copy of this notice will be placed in your personnel file. If you believe this information is inaccurate, you may submit a written response to the Human Resources department within [Number] business days.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notice and understand the expectations regarding customer data privacy.

Signature: _____ Date: _____