

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: First Written Warning: Unauthorized Access to Customer Data

Dear [Employee Name],

This letter serves as a formal written warning regarding your unauthorized access to customer data on [Insert Date of Incident].

It has been brought to our attention that you accessed the following information: [Insert Specific Data/Systems Accessed]. Our internal audit confirms that this access was not required for your assigned job duties and violates our company's Data Protection and Privacy Policy.

Protecting customer privacy is a core responsibility. Unauthorized access, regardless of intent, poses a significant security risk and is a breach of the trust placed in you as an employee.

Required Actions:

Effective immediately, you are required to:

1. Re-read and sign the company Data Privacy Policy.
2. Complete the mandatory Data Security Refresher Training by [Insert Date].
3. Strictly limit your access to customer information to only what is necessary for your specific tasks.

Please be advised that further instances of unauthorized data access or any other violations of company policy will lead to more severe disciplinary action, 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]

[Company Name]

Employee Acknowledgment:

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

[Employee Signature] / [Date]