

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Formal Warning for Internal Data Security Policy Violation

Dear [Employee Name],

This letter serves as a formal warning regarding your violation of the company's Internal Data Security Policy. This matter was discussed during our meeting on [Date of Meeting] in the presence of [Name of Witness/HR Representative].

Details of the Violation:

On [Date of Incident], the following incident occurred: [Provide a brief, factual description of the breach, e.g., sharing login credentials, unauthorized access to sensitive files, or using unencrypted external drives].

This action is a direct violation of policy [Insert Policy Name/Number], which states: [Insert specific policy excerpt or summary].

Impact of the Violation:

Such violations put the company's proprietary information, client data, and overall digital infrastructure at significant risk. Compliance with security protocols is mandatory to ensure the safety and integrity of our operations.

Required Corrective Actions:

- Immediately cease the unauthorized activity mentioned above.
- Complete the "Data Security Refresher Training" by [Deadline Date].
- [Insert any other specific requirement, e.g., resetting all passwords].

Consequences of Further Violations:

Please be advised that this is a formal warning. Further violations of company policy or failure to improve your conduct regarding data security may lead to additional disciplinary action, up to and including termination of employment.

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

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Manager Name]

[Title]

Employee Acknowledgment:

Signature: _____ Date: _____