

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Official Warning Letter: Unauthorized Access to Customer Records

Dear [Employee Name],

This letter serves as a formal written warning regarding your unauthorized access to bank account records on [Date of Incident].

Internal audit logs indicate that you accessed the account information of [Account Name/Number] without a valid business reason or prior authorization. This action is a direct violation of the Bank's Privacy Policy, the Data Protection Act, and the Employee Code of Conduct which you signed on [Date of Signing].

The security of our customers' financial information is our highest priority. Unauthorized viewing of records is considered a serious breach of trust and a threat to the integrity of our institution.

Effective immediately, you are required to:

- Cease all access to accounts not directly related to your assigned tasks.
- Re-complete the Mandatory Privacy and Data Security Training by [Deadline Date].
- Meet with your supervisor on [Date] to discuss this incident.

Please be advised that further instances of non-compliance or any additional security breaches will result in more severe disciplinary action, up to and including immediate termination of employment and potential legal action.

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

Sincerely,

[Your Name]

[Your Title]

[Bank Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the consequences of future violations.

Signature: _____ Date: _____