

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: STERN WARNING - UNAUTHORIZED EXPORT OF CLIENT BANKING RECORDS

Dear [Employee Name],

This letter serves as a formal stern warning regarding your unauthorized export of sensitive client banking records on [Insert Date].

It has been confirmed through our internal security monitoring systems that you transferred [Description of Data, e.g., account statements, personal identification details] to an [External Email/Personal Cloud Storage/USB Device] without prior authorization or a valid business justification. This action constitutes a direct violation of the Bank's Data Privacy Policy, Information Security Protocol, and your Employment Agreement.

The security of client information is paramount. Your actions have potentially exposed the institution to significant legal, financial, and reputational risks. Under the [Relevant Law, e.g., GDPR/Data Protection Act], such breaches are treated with the utmost severity.

Required Actions:

- Immediately delete and destroy any copies of the exported data in your possession.
- Provide a written confirmation that no further copies exist.
- Report to the Compliance Department for mandatory security retraining on [Insert Date].

Please be advised that this is a final warning. Any further instances of non-compliance or security breaches will result in immediate disciplinary action, up to and including termination of employment and potential legal proceedings.

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

Sincerely,

[Your Name]

[Your Title]

[Bank Name]

Acknowledgment of Receipt:

I confirm that I have received this letter and understand the gravity of the violation.

[Employee Signature]

Date: _____