

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department]

**Subject: Formal Warning Letter - Mishandling of Sensitive Customer Financial Data**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct concerning the handling of sensitive customer financial data. On [Insert Date], it was reported and confirmed that you were involved in the following incident: [Insert brief description of the breach or policy violation].

Our company policy and legal regulations, including [Insert relevant regulation, e.g., GDPR, PCI-DSS], strictly mandate that financial information such as credit card numbers, bank details, and personal financial statements be handled with the highest level of confidentiality and security.

Your actions have been identified as a violation of our Data Security Policy. Specifically:

- [Point 1: Describe the specific failure, e.g., leaving data on an unencrypted drive]
- [Point 2: Describe the risk, e.g., exposing the company to potential fraud or fines]

This behavior is unacceptable and puts both our customers and the company at significant risk. You are required to immediately [Insert required action, e.g., complete remedial security training].

Please be advised that further instances of data mishandling or any other violation of company security protocols may lead to more severe disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning letter and understand the severity of the issue.

\_\_\_\_\_  
[Employee Signature]

Date: \_\_\_\_\_