

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Formal Disciplinary Warning - Unauthorized Exposure of Secure Financial Records

Dear [Employee Name],

This letter serves as a formal disciplinary warning regarding your recent conduct involving the handling of the company's secure financial records. It has been determined that on [Date of Incident], the following breach of protocol occurred: [Briefly describe the specific incident, e.g., leaving records on an unsecured desk, sending files via unencrypted email, or unauthorized access].

Protecting financial data is a critical requirement of your role. Your actions have violated the company's Confidentiality and Data Protection Policy. Such exposure risks the financial integrity of the organization and the privacy of our clients and stakeholders.

Required Actions:

- Immediate adherence to all data security and encryption protocols.
- Completion of a mandatory Data Security Refresher training by [Date].
- Participation in a follow-up meeting with your supervisor to review filing procedures.

Please be advised that further violations of company policy or additional security lapses may 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.

Signature: _____ Date: _____