

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: FINAL WARNING - Unauthorized Disclosure of Banking Secrets

Dear [Employee Name],

This letter serves as a formal Final Warning regarding your violation of the bank's confidentiality policy and professional code of conduct. It has been confirmed that on [Date of Incident], you disclosed sensitive banking secrets and/or client information to an unauthorized party without legal or managerial authorization.

The details of the violation are as follows:
[Insert brief description of the breach/incident]

As an employee of [Bank Name], you are bound by the Non-Disclosure Agreement (NDA) and the Banking Secrecy Act. Your actions have not only compromised the privacy of our clients but have also exposed the institution to significant legal and reputational risk.

Please be advised that this is your final warning. You are required to strictly adhere to the following terms moving forward:

- Immediate cessation of any unauthorized sharing of internal data or client information.
- Completion of a mandatory Data Privacy and Confidentiality retraining session by [Date].
- Strict compliance with all internal security protocols and banking regulations.

Failure to comply with these requirements or any further breach of banking secrecy will result in immediate termination of your employment, and the bank reserves the right to pursue further legal action or report this matter to the relevant regulatory authorities.

Please sign a copy of this letter to acknowledge that you have received and understood the severity of this warning.

Sincerely,

[Your Name/Manager Name]

[Title]

[Bank Name]

Employee Acknowledgment:

I acknowledge receipt of this final warning and understand the consequences of further violations.

Signature: _____ Date: _____