

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department]

**Subject: Warning Letter for Unauthorized Transmission of Bank Documents**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct involving the unauthorized transmission of internal bank documents. It has been brought to the attention of management that on [Insert Date], you transmitted the following document(s): [Insert Document Name/Description].

These documents were sent to [Insert Recipient/External Email] without the necessary authorization or a valid business justification. This action is a direct violation of the bank's Information Security Policy, Confidentiality Agreement, and Data Protection standards.

The security of client information and internal financial records is critical to our operations. Unauthorized sharing of such data poses significant legal, financial, and reputational risks to the institution.

You are hereby instructed to:

- Immediately cease any further unauthorized transmission of bank data.
- Confirm in writing that any local copies of the transmitted files have been deleted.
- Review the Employee Code of Conduct and Information Security Handbook.

Please be advised that this incident will be recorded in your personnel file. Further violations of bank policy may lead to more severe disciplinary actions, up to and including termination of employment.

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

Sincerely,

[Your Name]

[Your Title]

[Bank Name]

**Employee Acknowledgment:**

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