

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Formal Warning Regarding Breach of Corporate Banking Confidentiality

Dear [Employee Name],

This letter serves as a formal notice and warning regarding a confirmed breach of corporate banking confidentiality protocols. It has come to the attention of management that on [Date of Incident], the following confidential information was compromised: [Provide brief description, e.g., unauthorized sharing of bank statements, disclosure of login credentials, or exposure of signatory details].

The security of our corporate financial data is of paramount importance. Your actions have been identified as a violation of the [Company Name] Confidentiality Agreement and the Corporate Financial Security Policy, which you signed on [Date of Agreement].

Please be advised of the following requirements moving forward:

- Immediate cessation of all unauthorized communication regarding company banking details.
- Compulsory attendance at a security refresher training on [Insert Date].
- Strict adherence to all internal financial controls and data protection protocols.

This incident will be recorded in your personnel file. Please be aware that further violations of confidentiality policies may lead to more severe disciplinary actions, up to and including termination of employment and potential legal proceedings.

Please sign and return a copy of this letter to acknowledge that you have received this warning and understand the seriousness of this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

I, [Employee Name], acknowledge that I have received this warning letter and understand the consequences of further policy violations.

Signature: _____ Date: _____