

Date: [Insert Date]

To: [Employee Full Name]

Employee ID: [Insert ID Number]

Department: [Insert Department]

Subject: OFFICIAL WARNING - VIOLATION OF NON-DISCLOSURE AGREEMENT (NDA)

Dear [Employee Name],

This letter serves as a formal written warning regarding your recent breach of the Non-Disclosure Agreement (NDA) and the Confidentiality Policy signed upon your commencement of employment with [Bank Name].

Description of Violation:

On [Date of Incident], it was brought to our attention that you disclosed protected information regarding [Briefly describe the data, e.g., client accounts, internal security protocols, or financial reports] to an unauthorized party. This action constitutes a direct violation of our internal compliance regulations and the legal obligations set forth in your signed agreement.

Impact of Violation:

As a financial institution, maintaining the confidentiality of client and corporate data is paramount. Unauthorized disclosure compromises our operational security, undermines client trust, and exposes the bank to significant legal and regulatory risks.

Required Corrective Action:

You are required to immediately cease all discussions or distributions of confidential bank data. Furthermore, you must attend a mandatory data security refresher training session scheduled for [Date/Time].

Consequences:

Please be advised that this is a formal warning. Failure to comply with the bank's confidentiality policies moving forward, or any further breach of the NDA, will result in more severe disciplinary action, up to and including immediate termination of employment and potential legal proceedings.

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

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Manager Name]

[Manager Title]

[Bank Name]

Employee Acknowledgment:

Signature: _____ Date: _____