

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Warning Letter for Breach of Banking Secrecy and Privacy Policy

Dear [Employee Name],

This letter serves as a formal warning regarding a confirmed breach of the Bank's Secrecy and Privacy Policy. It has come to the attention of management that on [Date of Incident], you were involved in the following unauthorized activity:

[Insert brief description of the breach, e.g., unauthorized access to client data, sharing account information with a third party, or leaving sensitive documents unattended].

Banking secrecy is a fundamental pillar of our institution and a legal requirement. By [describe action], you have violated the Confidentiality Agreement signed during your onboarding and breached the [Insert relevant Act/Policy name]. Such actions jeopardize the trust of our clients and expose the organization to significant legal and reputational risks.

Please be advised that this is a serious matter. We expect immediate and sustained improvement in your adherence to all security and privacy protocols. You are required to re-read the Employee Code of Conduct and complete the mandatory Privacy Training by [Insert Date].

Failure to comply with the Bank's policies in the future, or any further breach of confidentiality, will result in more severe disciplinary actions, which may include termination of employment and potential legal proceedings.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge receipt of this warning letter and understand the seriousness of the breach described above.

Signature: _____ Date: _____