

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Formal Warning: Compliance Breach of Vault Biometric Security Protocols

Dear [Employee Name],

This letter serves as a formal warning regarding a documented breach of security protocols. On [Date] at approximately [Time], it was recorded that you bypassed the required biometric authentication measures to gain entry to [Vault Name/Location].

According to the company's Information Security Policy, all personnel are strictly required to use their individual biometric credentials (fingerprint/iris/facial recognition) to access high-security zones. Your actions on this date, specifically [Description of Incident, e.g., tailgating or using a manual override without authorization], constitute a direct violation of our compliance standards.

Bypassing these controls compromises the integrity of our audit logs and poses a significant risk to the physical and digital assets stored within the vault. Access protocols are non-negotiable and are in place to ensure both company security and employee accountability.

Required Actions:

- Immediately cease any methods of entry that circumvent biometric systems.
- Review the "Physical Security Compliance Handbook" by [Deadline Date].
- Attend a mandatory security re-training session scheduled for [Date/Time].

Please be advised that further instances of non-compliance or any additional attempts to circumvent security measures will lead to more severe disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Name]

[Your Title]

[Department Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the security protocols required for vault access.

Signature: _____ Date: _____