

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Disciplinary Warning - Unauthorized Vault Alarm Deactivation

Dear [Employee Name],

This letter serves as a formal disciplinary warning regarding your failure to adhere to the company's security protocols. It has been reported and confirmed that on [Insert Date] at [Insert Time], you deactivated the vault alarm system without authorization or valid operational necessity.

The deactivation of vault security systems constitutes a major breach of our safety and loss prevention policies. This infraction jeopardizes the security of company assets and violates the standard operating procedures outlined in the [Insert Employee Handbook/Security Manual Name].

Specifically, the following incident occurred:
[Insert brief description of the specific breach].

Required Actions:

Moving forward, you are required to comply with the following:

- Strictly adhere to all vault access and alarm protocols.
- Never deactivate any security system unless specifically instructed by management or during a verified emergency.
- Complete a mandatory security retraining session by [Insert Date].

Please be advised that further infractions regarding security protocols or any other company policy may result in additional 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]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the seriousness of the infraction.

[Employee Signature]

[Date]