

Date: [Insert Date]

To: [Employee/Customer Name]

ID Number: [Insert ID Number]

Subject: FINAL NOTICE: Breach of Safe Deposit Vault Security Protocols

Dear [Name],

This letter serves as a formal final warning regarding your failure to adhere to the established security protocols for the Safe Deposit Vault area. This notice follows previous communications and training provided regarding restricted access and security integrity.

On [Date of Incident], at approximately [Time], the following security compromise was recorded:

[Insert detailed description of the breach, e.g., leaving the vault door unattended, sharing access credentials, or failing to verify identification].

The security of our Safe Deposit Vault is critical to the protection of assets and the reputation of this institution. Your actions have created an unacceptable level of risk and constitute a direct violation of company policy [Insert Policy Number if applicable].

Immediate Corrective Actions Required:

- Strict adherence to all dual-control and verification procedures.
- Mandatory attendance at a security retraining session on [Date].
- Immediate cessation of any unauthorized entry or bypass of security hardware.

Please be advised that this is your final warning. Any further violation of vault security procedures will result in immediate disciplinary action, up to and including termination of employment [or termination of service/legal action].

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

Sincerely,

[Signature]

[Name of Manager/Security Officer]

[Title]

[Department Name]

Acknowledgment of Receipt:

I, [Name], acknowledge that I have received this final warning and understand the consequences of further security breaches.

Signature: _____ Date: _____