

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: FINAL WARNING - Breach of Vault Dual Control Procedures

Dear [Employee Name],

This letter serves as a formal Final Warning regarding your failure to adhere to the company's mandatory Vault Dual Control Procedures.

On [Date of Incident], it was identified that you [describe the breach, e.g., entered the vault area alone / utilized a colleague's access code / failed to ensure a witness was present during a cash transfer]. This action is a direct violation of Section [Reference Policy Number] of the Corporate Security and Operational Risk Manual.

The policy of Dual Control is a critical security measure designed to protect both the company's assets and its employees. Any deviation from these protocols creates significant financial and operational risk.

Please be advised that this is a Final Warning. You are required to strictly comply with all security protocols effective immediately. Further training on Dual Control requirements will be scheduled for you on [Date].

Failure to demonstrate immediate and sustained improvement, or any further breach of security procedures, will result in further disciplinary action, up to and including the termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

[Department Name]

Acknowledgment of Receipt:

I acknowledge that I have received this letter and understand the consequences of further policy violations.

[Employee Signature] / [Date]