

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: FIRST WARNING LETTER FOR UNAUTHORIZED VAULT ACCESS

Dear [Employee Name],

This letter serves as a formal warning regarding your unauthorized access to the company vault on [Insert Date] at approximately [Insert Time].

According to our security logs and surveillance records, you entered the secure vault area without the required authorization or supervision. This action is a direct violation of the Company Security Policy (Section [Insert Section Number]), which states that only authorized personnel are permitted to enter high-security areas.

Security and confidentiality are fundamental to our operations. Unauthorized entry poses a significant risk to the company's assets and safety protocols. As this is your first offense, this letter will be placed in your permanent personnel file as a formal warning.

You are required to strictly adhere to all security protocols moving forward. Please be advised that any further security breaches or violations of company policy will lead to more severe disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____