

To: [Employee Name]

From: [Manager Name/HR Department]

Date: [Insert Date]

Subject: Formal Warning Regarding Security Breach - Vault Left Unattended

Dear [Employee Name],

This letter serves as a formal warning regarding a serious breach of security protocols that occurred on [Date] at approximately [Time]. It has been reported and confirmed that you left the bank vault door open and unattended while you were on duty.

As per the bank's Standard Operating Procedures (SOP), the vault must be secured at all times and never left without authorized supervision while open. This action created an unacceptable risk to the institution's assets and violates our safety and security policies.

This incident is being recorded in your personnel file. We expect immediate and sustained improvement in your adherence to all security mandates. Future occurrences of this nature or any further neglect of security duties may lead to more severe disciplinary action, including the possibility of termination of employment.

Please sign below to acknowledge that you have received this warning and understand the seriousness of the matter.

Sincerely,

[Signature]

[Name of Manager/Supervisor]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this formal warning and have discussed the contents with my supervisor.

Signature: _____ Date: _____