

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Initial Warning Letter: Improper Vault Key Management

Dear [Employee Name],

This letter serves as a formal initial warning regarding your failure to adhere to the company's established protocols for vault key management. It has been reported that on [Date], the following incident occurred: [Briefly describe the specific incident, e.g., leaving keys unattended, failing to log key usage, or unauthorized transfer of keys].

The security of our physical and digital assets is of the highest priority. Improper handling of vault keys poses a significant risk to the company's security and violates the [Policy Name/Employee Handbook Section].

Effective immediately, you are required to comply with all security procedures, specifically:

- Ensuring keys are never left unattended or in unsecure locations.
- Recording all key movements in the official logbook.
- [Insert additional specific requirement].

Please be advised that further instances of non-compliance regarding security protocols may lead to more severe disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your personnel file. Please sign below to acknowledge that you have received this letter and understand the expectations moving forward.

Sincerely,

[Manager Name]

[Title]

Employee Acknowledgment:

[Employee Signature]

Date: _____