

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Official Warning Letter - Failure to Secure Vault Timelocks

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the company's security protocols. It has been reported and confirmed that on [Insert Date], at approximately [Insert Time], you failed to properly engage the vault timelock mechanisms at [Insert Location/Branch].

The security of the vault and its contents is a critical responsibility. Failure to secure the timelocks poses a significant risk to the institution's assets and violates the following internal policy: [Insert Policy Name/Number].

As a result of this incident, you are required to:

- Immediately review the Standard Operating Procedures (SOP) for vault security.
- Undergo mandatory retraining on timelock synchronization and activation.
- Ensure strictly documented compliance with all locking procedures moving forward.

Please be advised that this matter has been recorded in your personnel file. Future occurrences of negligence regarding security protocols may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____