

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: Official Warning: Unlogged Entry into Main Bank Vault

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to comply with bank security protocols. It has been reported and verified via security footage/electronic access logs that on [Date of Incident], at approximately [Time], you accessed the Main Bank Vault without recording your entry in the official access log.

Strict adherence to vault logging procedures is a critical security requirement designed to protect bank assets and ensure audit accountability. Your failure to log this entry constitutes a breach of the [Company Name] Security Policy and Operational Guidelines.

Moving forward, you are required to:

- Strictly follow all manual and electronic logging procedures for high-security areas.
- Ensure a dual-control witness is present and signs the log where applicable.
- Complete a mandatory retraining session on Vault Security Protocols by [Deadline Date].

Please be advised that further violations of security procedures may lead to additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Signature]

[Name of Manager/Supervisor]

[Title]

[Department]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the seriousness of the violation.

Signature: _____ Date: _____