

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Title]

Subject: SEVERE WARNING: Negligence regarding Vault Security Protocols

Dear [Employee Name],

This letter serves as a formal severe warning regarding your failure to adhere to the company's mandatory protocols for the opening and closing of the vault on [Insert Date(s)].

It has been reported and confirmed that you neglected the following security measures:

- [Insert specific violation, e.g., Leaving the vault unattended while open]
- [Insert specific violation, e.g., Failure to verify dual-custody signatures]
- [Insert specific violation, e.g., Improperly securing the locking mechanism at close of business]

The security of the vault is critical to the safety of our assets and the integrity of this institution. Your negligence has placed the company at significant risk. Such actions constitute a serious breach of your employment duties and our internal security policies.

You are required to strictly follow all vault procedures moving forward. Failure to comply with these protocols immediately, or any further instances of negligence, will result in further disciplinary action, up to and including immediate termination of employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____