

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Formal Warning Letter Regarding Mishandling of Vault Combination Codes

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to adhere to the company's security protocols concerning vault combination codes. It has been reported that on [Insert Date], the following security breach occurred: [Insert brief description of incident, e.g., sharing the code with unauthorized personnel, leaving the code written in an unsecured area, or failing to lock the vault].

The security of our physical assets and sensitive information is of the highest priority. Your actions have compromised the integrity of our security systems and placed the company at significant risk. This behavior is a direct violation of [Insert specific policy name or Handbook Section].

Effective immediately, you are required to:

- Review and strictly follow all security and cash-handling protocols.
- Ensure that combination codes are never shared, written down, or left exposed.
- Attend a mandatory security retraining session on [Insert Date/Time].

Please be advised that this is a serious matter. Further instances of negligence regarding security protocols or any other company policies will result in more severe disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning letter and understand the seriousness of the issue. I understand that I must improve my performance and comply with all security policies.

Employee Signature

Date: _____