

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: FINAL WARNING - Unauthorized Access of Dormant Accounts

Dear [Employee Name],

This letter serves as a formal final warning regarding your unauthorized access to dormant customer accounts on [Insert Date(s)].

Following a review by the [Compliance/Internal Audit] department, it was confirmed that you accessed account(s) [Insert Account Numbers or Reference] without a valid business reason or explicit customer request. This action is a direct violation of the company's Data Privacy Policy and Information Security Protocol.

As an employee of [Company Name], you are entrusted with sensitive information. Accessing dormant accounts without authorization poses a significant security risk and breaches our code of conduct.

Required Actions:

1. Cease all access to customer data that is not required for your specific daily tasks.
2. Re-complete the Mandatory Data Privacy Training by [Insert Date].
3. Meet with your manager on [Insert Date] for a formal review of security procedures.

Please be advised that this is your final warning. Any further instances of unauthorized system access or failure to comply with company security policies will result in immediate termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the consequences of further policy violations.

Signature: _____ Date: _____