

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Employee ID: [Insert ID]

Subject: First Written Warning - Leaving Teller Terminal Unattended

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to follow bank security protocols. It has been observed that on [Date] at approximately [Time], you left your teller terminal unattended without properly locking the station or securing your cash drawer.

Maintaining a secure station is a critical requirement of your role. Leaving a terminal active and accessible poses a significant security risk to the branch, our customers' private information, and the bank's assets. This action is a direct violation of the company's [Policy Name/Employee Handbook Section].

Required Corrective Actions:

1. Ensure your terminal is locked or logged off every time you step away from your desk.
2. Secure all cash, negotiable instruments, and sensitive documents before leaving the window.
3. Review the Bank Security Standard Operating Procedures by [Date].

Please be advised that further occurrences of this nature or any other violations of company policy 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,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the expectations set forth.

Signature: _____ Date: _____