

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department]

**Subject: Formal Warning - Unauthorized Access to Customer Data**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct involving the access of sensitive customer information. On [Date], it was discovered that you accessed the records of [Customer Name/Account Number] without a valid business justification or specific work assignment requiring such access.

This action is a direct violation of our company's Data Privacy Policy and Information Security Guidelines, which state that customer data must only be accessed when necessary to perform your assigned job duties. Protecting customer confidentiality is a fundamental requirement of your employment.

Please be advised that further incidents of unauthorized data access or any other breaches of company policy will result in more severe disciplinary action, up to and including the termination of your employment.

We expect you to strictly adhere to all data handling protocols moving forward. If you have any questions regarding what constitutes a "business need" for data access, please consult your supervisor immediately.

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

Sincerely,

[Manager Name]

[Job Title]

---

**Employee Signature**

---

**Date**