

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Job Title]

**Employee ID:** [ID Number]

**Subject: LETTER OF REPRIMAND - Unauthorized Use of Teller System Outside Business Hours**

Dear [Employee Name],

This letter serves as a formal reprimand for your violation of company policy regarding the operation of the teller system. It has been brought to management's attention that you accessed and operated the system on [Date] at [Time], which is outside of authorized business hours.

Our operational security protocols strictly prohibit the use of teller terminals and financial systems after close-of-business procedures have been finalized, unless explicit management approval is granted. This policy exists to ensure audit integrity, prevent security breaches, and maintain accurate financial reporting.

Your actions have resulted in the following concerns:

- Violation of Internal Security Protocol [Reference Policy Number if applicable].
- Risk to the integrity of the daily balancing process.
- Potential breach of operational compliance standards.

You are expected to adhere to all scheduled operating hours and system access protocols immediately. Please be advised that any further occurrences of unauthorized system access or failure to comply with operational procedures will lead to more severe disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file. Please sign below to acknowledge that you have received and understood this reprimand.

Sincerely,

[Manager Name]

[Manager Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this letter and understand the contents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_