

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department]

**Subject: Warning Letter - Violation of Dual Control Security Protocols**

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to adhere to the company's dual control security measures. It has come to the attention of management that on [Date], you bypassed the required secondary authorization process while performing [Specific Task/Transaction].

Our security policy strictly requires two authorized individuals to complete this action to prevent errors, fraud, and unauthorized access. By proceeding without the mandatory second person verification, you have compromised the integrity of our internal controls and exposed the organization to unnecessary risk.

As a result of this violation, the following actions are required:

- Immediate cessation of any practices that circumvent security protocols.
- Review and acknowledgment of the [Security Policy Name].
- [Optional: Mandatory retraining session on security procedures].

Please be advised that we take security compliance very seriously. Future instances of bypassing security measures or failing to follow dual control procedures may lead to further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning and understand the seriousness of the violation.

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