

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Formal Warning Letter - Unauthorized Sharing of Teller System Passwords

Dear [Employee Name],

This letter serves as a formal warning regarding your violation of the company's Information Security Policy. It has come to the attention of management that on [Date], you shared your personal teller system credentials with [Name of person or "another staff member"].

Sharing passwords for the banking/teller system is a critical security breach. Our policy strictly prohibits the disclosure of login credentials to ensure individual accountability for all financial transactions and to protect sensitive customer data. Your actions have compromised the integrity of the system and increased the risk of unauthorized access.

Please be advised that this behavior is unacceptable. You are required to immediately update your password and strictly adhere to all security protocols moving forward.

Failure to comply with company security policies in the future, or any further instances of credential sharing, will result in more severe disciplinary action, up to and including termination of employment.

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

Regards,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning letter and understand the company policy regarding password security.

[Employee Signature]

Date: _____