

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Position]

Subject: Warning Letter for Unauthorized Use of Colleague Teller Identification

Dear [Employee Name],

This letter serves as a formal warning regarding your conduct on [Insert Date]. It has been reported and confirmed that you utilized the Teller Identification (User ID) and password belonging to a colleague, [Colleague Name], to perform transactions in the system.

The sharing or unauthorized use of login credentials is a direct violation of the company's Information Security Policy and Internal Control Procedures. Our policy strictly mandates that every employee must use only their assigned credentials to ensure accountability, audit trails, and the security of financial transactions.

This behavior is considered a serious breach of professional conduct. Any further instances of security protocol violations will result in more severe disciplinary action, which may include termination of employment.

Please acknowledge receipt of this letter by signing below. A copy will be placed in your permanent personnel file.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the consequences of future violations.

Signature: _____ Date: _____