

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Written Warning - Violation of Banking Policy Regarding Personal Transactions

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct on [Date of Incident]. It has been brought to our attention that you processed a personal banking transaction for [yourself / a family member / a close personal associate].

According to the Company Code of Conduct and Operational Procedures, employees are strictly prohibited from accessing, viewing, or processing their own financial accounts or those belonging to individuals with whom they have a personal relationship. All such transactions must be handled by an independent third party to ensure transparency and prevent conflicts of interest.

Your actions constitute a breach of our internal security protocols and professional standards. This behavior undermines the integrity of our banking operations and risks regulatory non-compliance.

Required Corrective Action:

Effective immediately, you must adhere to all bank policies regarding transaction processing. You are required to recuse yourself from any transaction involving your own accounts or those of your relations. You are also required to complete a refresher course on [Policy Name] by [Date].

Please be advised that further violations of company policy may lead to additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this written warning and understand the nature of the violation and the required improvements.

[Employee Signature]

[Date]