

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Subject:** FINAL WARNING - Unauthorized Sharing of System Passwords

Dear [Employee Name],

This letter serves as a formal final warning regarding your violation of the Company Information Security Policy. It has come to our attention that on [Date], you shared your system login credentials/passwords with [Recipient Name/Another Staff Member].

The sharing of passwords is a critical security breach that jeopardizes the integrity of our data and violates our clear internal protocols. Despite previous [discussions/warnings] regarding IT security, this behavior has recurred.

Please be advised that this is your final warning. You are required to immediately reset all system passwords and strictly adhere to the following:

- Never share your password with any individual, including management or IT staff.
- Never write down passwords or store them in unsecured locations.
- Report any suspected unauthorized access immediately.

Failure to comply with company security policies moving forward will result in further disciplinary action, up to and including the immediate termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

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

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