

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: Formal Disciplinary Warning - Installation of Unauthorized Software

Dear [Employee Name],

This letter serves as a formal [warning/written reprimand] regarding your violation of the company's IT and Security Policy.

It has come to our attention that on [Date], the following unauthorized software was installed on your company-issued device: [Name of Software].

Our records indicate that you did not seek or receive approval from the IT Department prior to this installation. This action poses significant risks to our network security, including potential data breaches, malware infections, and licensing non-compliance.

As per the Employee Handbook, installing unapproved software is a breach of company policy. You are required to comply with the following actions immediately:

- Cease the use of the unauthorized software.
- Surrender your device to the IT Department for a security sweep and software removal.
- Review the company's Acceptable Use Policy.

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 letter will be placed in your permanent personnel file.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the nature of the violation.

[Employee Signature]

Date: _____