

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Position:** [Insert Job Title]

**Subject:** Formal Warning for Breach of Information Security Protocols

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the company's information security policies. It has come to our attention that on [Date], the following incident occurred:

[Insert description of the breach, e.g., leaving workstation unlocked, sharing passwords, using unauthorized external drives, or failing to encrypt sensitive files].

These protocols are in place to protect sensitive company data and client confidentiality. Failure to adhere to these rules puts the organization at risk of data breaches, financial loss, and legal liabilities.

Effective immediately, you are required to:

- Re-read and sign the Information Security Handbook.
- Complete the mandatory security awareness training by [Insert Date].
- Strictly adhere to all security procedures moving forward.

Please be advised that further violations of security protocols may lead to more severe disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your personnel file. Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Manager Name]

[Manager Title]

[Department Name]

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**Employee Acknowledgment:**

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