

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Formal Warning Letter: Bypassing Network Security Controls

Dear [Employee Name],

This letter serves as a formal warning regarding your recent actions involving the company's information technology systems. On [Date], it was identified by the IT Department that you engaged in activities intended to bypass established network security controls.

Specifically, the following violation was recorded: [Insert specific detail, e.g., use of unauthorized VPN, disabling firewall, accessing restricted sites via proxy, or unauthorized software installation].

These actions are a direct violation of the [Company Name] Acceptable Use Policy and Information Security Policy. Bypassing security measures poses a significant risk to the company, including potential data breaches, malware infections, and compromise of sensitive information.

You are required to immediately cease all attempts to circumvent security protocols. Please be advised that further violations of security policies may lead to more severe disciplinary actions, up to and including termination of employment.

We expect you to comply with all company IT regulations moving forward. Please sign below to acknowledge receipt of this warning.

Sincerely,

[Name of Supervisor/HR Manager]

[Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____