

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Formal Warning for Security Policy Violation (Unlocked Workstation)

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the company's Information Security Policy. It was observed that on [Date] at [Time], your workstation was left unattended and unlocked while you were away from your desk.

Maintaining a secure workstation is critical to protecting company data, client confidentiality, and personal information. Leaving a computer unlocked poses a significant security risk, as it allows unauthorized access to sensitive systems and data.

As per company policy, you are required to:

- Lock your computer screen (Windows + L / Control + Command + Q) every time you leave your desk.
- Ensure no sensitive documents are left visible on your monitor.
- Comply with all physical and digital security protocols.

Please acknowledge that further instances of non-compliance may lead to more severe disciplinary action, up to and including termination of employment. We expect immediate and sustained improvement in your adherence to our security standards.

Please sign below to acknowledge receipt of this warning.

Sincerely,

[Manager Name]

[Job Title]

[Department Name]

Employee Acknowledgment:

Signature: _____ Date: _____