**Warning Letter**

Date  
Name  
Address

Dear Mr. John,

I am writing this letter to warn you against bringing and using your personal computer in the workplace on 5th July 2019.

As a security department employee, it is clearly stated as a clause in your contract that you cannot bring your personal computer in the company building as well as cannot access the company network from the outside. There is a lot of secured and confidential information in our system which, if shared or released, can do the company major harm.

Being aware of all this, you still brought your personal laptop and connected it to the company network. Upon your manager’s inquiry, you mentioned that the office computer was giving you problems. You should have consulted the IT department for it, rather than bringing your own computer.

As this was the first time, we are only giving a warning letter. However, if such behavior gets repeated, we would be forced to cancel your contract.

Let us know if you need any help with the office computer. We hope to see an improvement.

Regards,

Shelly William.