

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Position]

[Department]

[Company Name]

[Company Address]

Dear [Employee Name],

Subject: Warning for Non-HTTPS Usage

It has come to our attention that you have accessed website(s) that are not compliant with our company's security protocols regarding the use of HTTPS. As you are aware, using non-HTTPS websites exposes our systems and data to potential security risks.

We would like to remind you of the following policies regarding internet usage:

1. All browsing should be conducted using secure HTTPS connections whenever possible.
2. Engaging with non-secure websites can result in data breaches and compromise sensitive information.

This letter serves as a formal warning regarding this violation. Continued disregard for our security protocols may result in further disciplinary action, up to and including termination of employment. Please acknowledge receipt of this warning by signing below and returning it to your supervisor by [due date].

We appreciate your immediate attention to this matter and expect your full cooperation moving forward to ensure the safety and integrity of our company's data.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee Signature: _____

Date: _____