

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: NOTICE OF NONCOMPLIANCE: Cash Vault Handling Procedures

Dear [Employee Name],

This letter serves as a formal notice regarding your noncompliance with the company's established Cash Vault Handling Procedures. Adherence to these protocols is essential for the security of company assets and the accuracy of financial reporting.

Details of Incident:

- **Date of Occurrence:** [Insert Date]
- **Location:** [Insert Vault/Branch Location]
- **Nature of Infraction:** [e.g., Failure to dual-control, failure to log entry, improper seal verification, or leaving vault unattended]

Required Corrective Actions:

To ensure future compliance, you are required to complete the following:

1. Review the "Standard Operating Procedures for Cash Vault Management" by [Insert Date].
2. Attend a mandatory retraining session with the Compliance Officer on [Insert Date/Time].
3. [Insert any other specific requirement].

Please be advised that further instances of noncompliance may result in disciplinary action, up to and including termination of employment. We trust that you will take the necessary steps to align your performance with company standards.

Please sign below to acknowledge receipt of this notice.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____