

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

From: [Manager/HR Name]

Subject: Formal Warning: Corporate Credit Card Misuse

Dear [Employee Name],

This letter serves as a formal compliance warning regarding the recent activity on your assigned corporate credit card ending in [Last 4 Digits].

Our recent audit of expense reports for the period of [Date] to [Date] has identified the following unauthorized transaction(s):

- [Date]: [Vendor Name] - [Amount] - [Reason for non-compliance]
- [Date]: [Vendor Name] - [Amount] - [Reason for non-compliance]

These transactions are in violation of the Company Expense Policy, specifically the section regarding [mention specific policy section, e.g., Personal Expenses/Prohibited Purchases/Missing Documentation].

Required Actions:

- Provide a written explanation for these charges by [Date].
- Reimburse the company in the total amount of \$[Amount] by [Date/Method].
- Review the attached Corporate Credit Card Policy in its entirety.

Please be advised that further misuse of company funds or failure to adhere to expense reporting protocols may lead to the immediate revocation of your corporate card privileges and further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this warning.

Employee Signature

Date

Cc: Personnel File