

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Title]

Department: [Insert Department]

Subject: Letter of Instruction - End-of-Day Cash Shortage

Dear [Employee Name],

This letter serves as a formal instruction regarding the cash shortage of \$[Amount] recorded at the close of business on [Date of Shortage] for register/station [Station Number].

Accurate cash handling is a fundamental requirement of your role. To prevent future discrepancies, you are hereby instructed to adhere to the following procedures immediately:

- **Verification:** Perform a double-count of the starting float before beginning your shift.
- **Transaction Logging:** Ensure every transaction is entered into the system immediately upon receipt of funds.
- **Change Security:** Count back change to customers out loud to ensure accuracy.
- **Mid-Day Drops:** Utilize scheduled cash drops to minimize the total amount of cash held in the drawer.
- **Reconciliation:** Stay present during the final count at the end of your shift to verify the closing balance.

Please be advised that consistent failure to balance your drawer may lead to further disciplinary action, up to and including termination of employment. We are committed to your success and are available to provide additional training on our Point of Sale (POS) system if required.

Please sign below to acknowledge that you have received these instructions and understand the expectations moving forward.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this Letter of Instruction and understand the procedures outlined above.

Signature: _____ Date: _____