

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

From: [Manager/Supervisor Name]

Department: [Insert Department Name]

Subject: Letter of Record - Cash Drawer Variance

Dear [Employee Name],

This letter serves as an official record regarding a variance discovered during the daily balancing of your assigned cash drawer on [Date of Occurrence].

Variance Details:

Drawer Number: [Insert Number]

Expected Amount: \$[0.00]

Actual Amount: \$[0.00]

Total Variance: \$[0.00] (Over/Short)

As per company policy, all staff members are responsible for the accuracy of their cash handling and drawer reconciliation. This letter is intended to document the discrepancy and to ensure you are aware of the required balancing procedures.

Please review our standard operating procedures for cash management to prevent future occurrences. Continued or significant variances may lead to further administrative action in accordance with company policy.

A copy of this record will be kept in your personnel file.

Sincerely,

[Signature]

[Printed Name]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and have discussed the variance with my supervisor.

[Employee Signature]

[Date]