

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Formal Letter of Reprimand for Repeated Cash Shortages

Dear [Employee Name],

This letter serves as a formal reprimand regarding the recurring cash shortages discovered in your assigned register. Despite previous discussions and retraining regarding cash handling procedures, inconsistencies continue to occur.

On the following dates, your till was found to be short of the expected balance:

- [Date]: \$[Amount] short
- [Date]: \$[Amount] short
- [Date]: \$[Amount] short

Accurate cash handling is a fundamental requirement of your position. These repeated discrepancies indicate a failure to follow established company protocols and financial safety measures. This behavior negatively impacts the business and requires immediate correction.

Effective immediately, you are required to adhere to all cash management policies, including double-counting change and verifying totals at the end of each shift. Failure to eliminate these shortages or further violations of company policy will result in additional disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file.

Please sign below to acknowledge that you have received this letter and understand the seriousness of the situation.

Sincerely,

[Manager Signature]

[Manager Name/Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and have discussed its contents with my supervisor.

Signature: _____ Date: _____