

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Title]

From: [Manager Name]

Subject: Formal Warning: Minor Cash Drawer Discrepancy

Dear [Employee Name],

This letter serves as a formal warning regarding the cash discrepancy discovered in your drawer on [Date of Occurrence]. Upon reconciliation of your till, a shortage/overage of \$[Amount] was recorded.

Accuracy in cash handling is a fundamental requirement of your position. While this amount is considered minor, it is essential that all financial procedures are followed strictly to ensure the integrity of our records and to prevent future errors.

Summary of Incident:

On [Date], during the [Morning/Evening] shift, your drawer was found to be [Short/Over] by \$[Amount]. This is a violation of our standard Cash Handling Policy which requires a balanced drawer at the end of every shift.

Expectations:

Moving forward, you are expected to:

1. Count your starting float at the beginning of each shift.
2. Double-check all change provided to customers.
3. Immediately report any processing errors to a supervisor.
4. Ensure your drawer is secured at all times.

Please note that further discrepancies or failure to adhere to cash handling protocols may lead to additional disciplinary action, up to and including termination of employment.

We value your contributions to the team and trust that you will take the necessary steps to ensure accuracy in the future. Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Manager Signature]

[Manager Printed Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed it with my manager.

Employee Signature: _____ Date: _____