

To: All Branch Managers and Operations Supervisors

From: Regional Operations Office

Date: [Insert Date]

Subject: REGIONAL DIRECTIVE: Updated ATM Cash Management and Loading Schedules

Dear Team,

This directive outlines the mandatory updates to the ATM Cash Management schedules for all branches within the region, effective [Insert Effective Date].

To optimize liquidity and ensure continuous service availability, all branches must adhere to the following protocols:

- **Replenishment Frequency:** ATMs must be audited and replenished according to the new weekly cycle attached to this directive.
- **Threshold Monitoring:** Emergency loading is required if cash levels fall below [Insert Percentage]% of total capacity.
- **Reporting:** Daily EOD (End of Day) balance reports must be submitted via the regional portal by [Insert Time] daily.
- **Security:** All cash-in-transit (CIT) activities must strictly follow the updated dual-custody verification procedures.

Failure to comply with these schedules may result in service disruptions and will be noted in the quarterly branch performance audit.

Please acknowledge receipt of this directive by replying to this email or signing the attached confirmation form.

Sincerely,

[Your Name]
Regional Operations Manager
[Organization Name]