

Employee Acknowledgement Letter: Updated Wire Transfer Limit Guidelines

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

I hereby acknowledge that I have received, read, and understood the updated company guidelines regarding Wire Transfer Limits, effective as of [Insert Effective Date].

By signing this document, I agree to the following:

- I am aware of the specific monetary limits assigned to my role regarding wire transfer authorizations.
- I understand the mandatory verification procedures and dual-authorization requirements for transfers exceeding certain thresholds.
- I agree to comply with all security protocols to prevent fraudulent activity and unauthorized transactions.
- I understand that failure to adhere to these updated guidelines may lead to disciplinary action, up to and including termination of employment.

I have had the opportunity to ask questions regarding these updates and have received satisfactory clarification from my supervisor or the finance department.

Employee Signature

Date Signed

Supervisor/Manager Signature