

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Formal Warning Letter Regarding Non-Compliant Cross-Selling Practices

Dear [Employee Name],

This letter serves as a formal warning regarding your recent sales activities and failure to adhere to the company's mandatory cross-selling compliance guidelines. Following a review of your recent accounts on [Date], it was discovered that your cross-selling methods have deviated from our established protocols.

Specifically, the following issues were identified:

- [Issue 1: e.g., Failure to disclose full terms and conditions of the secondary product]
- [Issue 2: e.g., Adding products to a customer's account without explicit consent]
- [Issue 3: e.g., Misrepresenting the necessity of a bundle for the primary service]

These practices are a direct violation of our Internal Sales Policy and [Insert Regulatory Agency Name] regulations. Non-compliance of this nature places the company at significant legal risk and undermines customer trust.

Required Actions:

1. Cease all non-compliant sales activities immediately.
2. Complete the "Ethics in Sales and Compliance" refresher training by [Insert Date].
3. Review the attached Standard Operating Procedure (SOP) for Cross-Selling.

Please be advised that your performance will be closely monitored over the next [Number] days. Failure to show immediate and sustained improvement, or any further violations of company policy, may lead to further disciplinary action, up to and including termination of employment.

Please sign and return a copy of this letter to acknowledge that you have received this warning and understand the expectations moving forward.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the consequences of further non-compliance.

Signature: _____ Date: _____