

Date: [Date]

To: [Employee Name]

Position: [Job Title]

Department: [Department Name]

Subject: Formal Warning Regarding Irregular Corporate Credit Card Activity

Dear [Employee Name],

This letter serves as a formal warning regarding the recent activity observed on your corporate credit card ending in [Last 4 Digits]. Following a review of your statement for the period of [Start Date] to [End Date], several irregular transactions have been identified that do not comply with the company's Expense Policy.

The specific transactions in question are listed below:

- [Date]: [Vendor Name] - [Amount] - [Reason for irregularity]
- [Date]: [Vendor Name] - [Amount] - [Reason for irregularity]

According to our corporate policy, company credit cards are to be used strictly for authorized business purposes only. The identified charges appear to be [personal in nature / lacking required documentation / exceeding approved limits].

Required Actions:

- Provide a detailed written explanation for these charges by [Deadline Date].
- Submit any missing receipts or supporting documentation immediately.
- Reimburse the company in the amount of [Total Amount] by [Deadline Date] if the charges are deemed personal.

Please be advised that further misuse of company funds or failure to adhere to the corporate credit card policy may result in the revocation of your card privileges and further disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your personnel file. Please sign below to acknowledge receipt of this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the concerns raised.

Signature: _____ Date: _____