

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Title]

Department: [Department Name]

Subject: Formal Warning Regarding Suspicious Wire Transfer Activity

Dear [Employee Name],

This letter serves as a formal warning regarding recent wire transfer activity associated with your account/workstation. On [Date], our security monitoring systems identified the following suspicious activity:

- **Transaction Reference:** [Reference Number]
- **Amount:** [Currency/Amount]
- **Recipient:** [Recipient Name/Bank Details]
- **Issue Identified:** [e.g., Unauthorized request, unusual destination, or bypass of verification protocols]

This activity is a violation of the company's [Name of Policy, e.g., Financial Controls or Cybersecurity Policy]. Specifically, [describe the specific breach, e.g., failure to perform a secondary voice verification].

Required Actions:

Effective immediately, you are required to:

- Cease all wire transfer processing until you have completed a mandatory security retraining session.
- Review the attached copy of our Standard Operating Procedures (SOP) for electronic funds transfers.
- Meet with [Manager Name] on [Date/Time] to discuss this incident.

Please be advised that any further security breaches or failure to follow established financial protocols may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this warning.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____