

**Date:** [Insert Date]

**To:** [Employee Name]

**Department:** [Employee Department]

**Employee ID:** [Insert ID Number]

**Subject: Formal Warning: Unauthorized International Transaction**

Dear [Employee Name],

This letter serves as a formal warning regarding a breach of company compliance policy. On [Date of Transaction], our monitoring systems identified an unauthorized international transaction initiated from your account/departmental budget in the amount of [Amount and Currency].

According to Section [Insert Section Number] of the [Company Name] Financial Compliance Policy, all international transactions must receive prior written approval from [Department/Manager Name] and must be documented with a valid business justification.

**Details of Non-Compliance:**

- **Transaction ID:** [Insert ID]
- **Recipient/Vendor:** [Insert Name]
- **Reason for Violation:** [e.g., Lack of pre-authorization / Prohibited vendor location]

This unauthorized activity poses significant financial and regulatory risks to the organization. As a result, the following actions are required immediately:

1. Submit a written explanation for this transaction within [Number] business days.
2. Review the attached Compliance Policy manual.
3. Complete the "International Trade and Finance" training module by [Date].

Please be advised that further violations of company policy may lead to additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this warning. Your signature does not necessarily indicate agreement with the contents, but confirms that you have been notified of the policy breach.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Acknowledgment of Receipt:**

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Employee Signature

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Date