

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

From: [Manager Name/HR Department]

Subject: Formal Disciplinary Warning: Unauthorized International Transactions

Dear [Employee Name],

This letter serves as a formal disciplinary notification regarding your recent conduct involving the processing of international transactions without the required authorization.

Incident Details:

On [Date of Incident], it was discovered that you processed [Number] international transaction(s) totaling [Amount] for [Client/Account Name]. According to company records, these transactions were executed without following the mandatory approval protocol or obtaining the necessary signature from [Department/Manager Name].

Policy Violation:

Your actions are in direct violation of the company's Financial Controls Policy and International Wire Transfer Procedures. These protocols are in place to mitigate risk, ensure regulatory compliance, and prevent financial loss.

Consequences:

This letter will be placed in your permanent personnel file. Further violations of company policy or continued failure to adhere to financial processing protocols will result in additional disciplinary action, up to and including termination of employment.

Required Action:

Effective immediately, you are required to:

1. Re-read the Company Financial Handbook.
2. Attend a mandatory retraining session on [Date].
3. Ensure all future international transactions are double-verified by a supervisor prior to execution.

Please sign below to acknowledge that you have received this letter and understand the seriousness of this matter.

Employee Signature

Date

Supervisor Signature