

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: First Warning Letter for Unauthorized International Transactions

Dear [Employee Name],

This letter serves as a formal warning regarding unauthorized international transactions charged to your corporate account on [Date of Transaction].

Upon reviewing the recent billing statement for [Credit Card Number/Account Reference], it was discovered that the following transaction(s) were made without prior managerial approval or valid business justification:

- **Vendor:** [Insert Vendor Name]
- **Amount:** [Insert Amount and Currency]
- **Date:** [Insert Date]

Our company policy states that all international expenditures must be pre-authorized by the finance department or your direct supervisor. Unauthorized use of company funds is a violation of the Employee Code of Conduct.

Required Actions:

- Provide a written explanation for these charges by [Deadline Date].
- Submit a reimbursement for the unauthorized amount (if deemed personal/non-business).
- Review the attached Corporate Expense Policy.

Failure to comply with company financial policies in the future may lead to further disciplinary action, up to and including termination of employment. A copy of this warning will be placed in your permanent personnel file.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

[Employee Signature]

Date: _____