

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Formal Warning: Unauthorized International Transactions

Dear [Employee Name],

This letter serves as a formal warning regarding the results of a recent internal audit of your corporate expenditure records. Our audit has identified several international transactions that were conducted without the required prior authorization.

Details of Unauthorized Activity:

- **Transaction Dates:** [Insert Dates]
- **Vendors/Entities:** [Insert Names]
- **Total Amount:** [Insert Currency and Amount]
- **Policy Violated:** [Insert Policy Name/Number, e.g., Corporate Travel and Expense Policy Section 4.2]

Per company policy, all international transactions must be pre-approved by [Insert Department/Manager Title] to ensure compliance with tax regulations, export controls, and budgetary constraints. Your failure to obtain this approval constitutes a violation of our internal financial controls.

Required Actions:

1. Provide a written explanation for these transactions by [Insert Date].
2. Complete the "International Finance Compliance" training module by [Insert Date].
3. Ensure all future international spending strictly follows the approval workflow.

Please be advised that further instances of unauthorized spending or failure to adhere to company financial policies may result in additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Your Name]

[Your Title]

[Internal Audit Department]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the company policies regarding international transactions.

Signature: _____ Date: _____