

Date: [Insert Date]

To: [Employee/Department Name]

Employee ID: [Insert ID]

Subject: Warning Letter: Unauthorized Cross-Border Transaction Limit Violation

Dear [Recipient Name],

This letter serves as a formal warning regarding a violation of the company's financial policy concerning cross-border transactions. Our records indicate that on [Insert Date], a transaction was initiated that exceeded your authorized limit or bypassed established approval protocols.

Transaction Details:

- **Transaction ID:** [Insert ID]
- **Amount:** [Insert Amount and Currency]
- **Destination Country:** [Insert Country]
- **Violation Type:** [e.g., Exceeded Daily Limit / Lack of Pre-authorization]

As per the Corporate Financial Policy, all international transfers must remain within assigned thresholds and receive prior approval from [Insert Department/Manager Name]. This measure is in place to ensure regulatory compliance and manage financial risk.

Please provide a written explanation for this discrepancy by [Insert Date]. Future violations may result in the suspension of your transaction privileges or further disciplinary action, up to and including termination of employment.

We expect immediate compliance with all financial guidelines moving forward. Please sign a copy of this letter to acknowledge receipt.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

Signature: _____ Date: _____