

Date: [Insert Date]

To: [Employee Name]

Department: [Insert Department]

Subject: WARNING: Missing Documentation for Unauthorized International Transactions

Dear [Employee Name],

This letter serves as a formal warning regarding missing documentation for international transactions charged to your [Company Name] account/credit card. Our records indicate that the following transactions were processed without prior authorization or the submission of required receipts and expense reports:

- **Transaction Date:** [Insert Date]
- **Merchant:** [Insert Merchant Name]
- **Amount:** [Insert Amount and Currency]
- **Country:** [Insert Country]

According to company policy, all international transactions must be pre-authorized and supported by valid business documentation within [Number] days of the expense. To date, we have not received the necessary justification or receipts for the items listed above.

Required Action:

You are required to provide the missing documentation and a written explanation for these unauthorized charges to the Finance Department by [Insert Deadline Date].

Failure to provide this information may result in the following actions:

- The charges being deducted from your next payroll.
- Suspension of company credit card privileges.
- Further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

[Employee Signature]

[Date]