

Date: [Insert Date]

To: [Employee/Client Name]

Subject: Formal Warning: Unauthorized International Transaction and Sanctions Policy Violation

Dear [Name],

This letter serves as a formal warning regarding a recent international transaction detected on your account/under your supervision. On [Date], a transaction was initiated involving [Country/Entity Name] in the amount of [Amount].

Upon review, it has been determined that this transaction violates our company's Sanctions Policy and internal compliance protocols. Specifically, the transaction involves a jurisdiction or entity currently subject to trade restrictions or financial sanctions.

Policy Violation Details:

- **Transaction ID:** [Insert ID Number]
- **Nature of Violation:** [e.g., Unauthorized transfer to a sanctioned region / Failure to perform mandatory screening]
- **Policy Reference:** [Insert Policy Name/Section Number]

Compliance with international sanctions is a legal requirement. Failure to adhere to these regulations exposes the organization to severe legal penalties, fines, and reputational damage. As a result, the following actions have been taken:

- The transaction in question has been [Blocked/Frozen/Reversed].
- This warning will be placed in your permanent file.
- You are required to complete mandatory Sanctions Compliance Training by [Deadline Date].

Please be advised that any further violations of the Sanctions Policy may result in more severe disciplinary action, up to and including termination of employment or business relationship.

If you have any questions regarding this matter, please contact the Compliance Department immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]