

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: WARNING LETTER Regarding Unexplained International Wire Transfers

Dear [Employee Name],

This letter serves as a formal warning regarding recent financial activity recorded on your account/under your authorization. Specifically, our internal monitoring systems have identified the following international wire transfers for which no legitimate business justification or supporting documentation has been provided:

- **Date of Transfer:** [Date] | **Amount:** [Amount/Currency] | **Recipient:** [Name/Location]
- **Date of Transfer:** [Date] | **Amount:** [Amount/Currency] | **Recipient:** [Name/Location]

Under company policy [Policy Number/Name], all international financial transactions must be pre-authorized and accompanied by valid invoices or contractual agreements. Your failure to report or explain these transfers constitutes a violation of our financial compliance and Anti-Money Laundering (AML) protocols.

Required Action:

You are required to provide a written explanation and full supporting documentation for these transactions to the Finance Department by [Insert Deadline Date]. Failure to provide a satisfactory explanation may result in further disciplinary action, up to and including termination of employment and reporting to relevant regulatory authorities.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I confirm that I have received this warning letter and understand the seriousness of the matter.

Signature: _____ Date: _____