

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: FINAL WARNING: Unverified Cash Deposits

Dear [Employee Name],

This letter serves as a formal escalated warning regarding your failure to follow company procedures for verifying cash deposits. Despite previous discussions and training on [Date of previous warning/meeting], audit records show that unverified deposits were again processed on [Date of incident].

The following discrepancies were noted:

[List specific details of the unverified amount or missing documentation]

Adherence to the Cash Handling Policy is a fundamental requirement of your role. Failure to verify deposits creates significant financial risk and violates internal security protocols. This behavior is considered a serious breach of professional conduct.

Required Action:

Effective immediately, you must ensure 100% compliance with the double-verification process. You are required to [List specific corrective steps, e.g., have a supervisor sign off on all deposits].

Consequences:

Please be advised that this is a final warning. Failure to rectify this behavior or any further instances of unverified deposits will result in further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the consequences of further non-compliance.

[Employee Signature]

[Date]