

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Position:** [Insert Job Title]

**Subject: FINAL WARNING - Undocumented Cash Transactions**

Dear [Employee Name],

This letter serves as a formal final warning regarding your failure to comply with the company's financial policies. Specifically, it has been recorded that you have engaged in undocumented cash transactions on the following date(s): [Insert Dates].

Despite previous [verbal/written] warnings regarding the handling of company funds, you have failed to provide the required receipts, invoices, or ledger entries for the amount of [Insert Amount].

The company views undocumented cash transactions as a serious breach of trust and a violation of our internal audit and transparency protocols. This behavior puts the company at financial and legal risk.

**Required Actions:**

Effective immediately, you are required to:

1. Ensure every cash transaction is recorded in the official system at the time of the event.
2. Provide valid supporting documentation for all expenditures.
3. Strictly adhere to the Company Finance Handbook.

Please be advised that this is your final warning. Any further instances of undocumented transactions or financial mismanagement will result in immediate termination of your employment.

Please sign below to acknowledge that you have received this letter and understand the consequences of further non-compliance.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Signature**

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**Date**