Date: [Insert Date]

To: [Employee Name/Department]
Position: [Job Title]
From: [Compliance Officer Name/Department]

Subject: Formal Warning: Bank Secrecy Act (BSA) Recordkeeping Violation

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the recordkeeping requirements mandated by the Bank Secrecy Act (BSA) and the internal anti-money laundering (AML) policies of [Financial Institution Name].

Nature of Violation:
During a recent [audit/review] conducted on [Date], the following discrepancies were identified:

- [Description of missing or incomplete record, e.g., Missing Customer Identification Program (CIP) data]
- [Description of failure to document, e.g., Failure to maintain records for a wire transfer exceeding $3,000]
- [Description of timeliness issue, e.g., Failure to file a Currency Transaction Report (CTR) within the required timeframe]

Regulatory Impact:
The Bank Secrecy Act requires strict adherence to documentation standards to prevent money laundering and terrorist financing. Inaccurate or missing records expose this institution to significant legal penalties, regulatory fines, and reputational damage.

Required Corrective Action:
Effective immediately, you are required to:

1. Rectify the specific missing documentation noted above by [Deadline Date].
2. Review the [Institution Name] BSA/AML Compliance Manual.
3. Complete a mandatory retraining session on recordkeeping procedures by [Date].

Future Expectations:
Further violations of BSA/AML protocols may result in additional disciplinary action, up to and including termination of employment. We expect full compliance with all federal regulations and internal controls moving forward.

Please acknowledge receipt of this warning by signing below.

Sincerely,

____
[Compliance Officer Signature]

Employee Acknowledgment:

____
[Employee Signature]

Date: ________________