To: [Executive Name]

Title: [Executive Job Title]

From: [Board of Directors / CEO Name]

Date: [Insert Date]

Subject: Formal Warning: Failure to Monitor High-Risk Accounts

Dear [Executive Name],

This letter serves as a formal warning regarding your failure to maintain adequate oversight of high-risk accounts within your department. As an executive, it is your core responsibility to ensure that rigorous monitoring protocols are followed to mitigate financial, legal, and reputational risks to the company.

Recent internal audits and performance reviews have identified the following deficiencies:

- Failure to conduct scheduled reviews of high-priority and high-risk accounts.
- Inadequate reporting on suspicious activity or significant fluctuations within these accounts.
- Non-compliance with established risk management and due diligence frameworks.

These lapses have exposed the organization to unnecessary risk and do not align with the performance standards expected at the executive level. Immediate corrective action is required.

Required Actions:

1. Submit a comprehensive remediation plan for all currently unmonitored high-risk accounts by [Date].
2. Implement a revised weekly reporting structure to ensure transparent oversight.
3. Undergo mandatory training on updated compliance and risk mitigation protocols.

Please be advised that failure to rectify these issues or any further negligence regarding risk management may result in further disciplinary action, up to and including termination of your employment.

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

Sincerely,

[Signature]

[Name of Superior/Board Representative]
[Title]

Acknowledgment of Receipt:

I acknowledge that I have received this warning and understand the required improvements.

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[Executive Signature]