Date: [Date]

To: [Employee Name]
Position: [Employee Title]
Department: [Department Name]

Subject: FORMAL WARNING - Failure to Comply with Currency Transaction Report (CTR) Requirements

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to properly execute the required Currency Transaction Report (CTR) protocols on [Date of Incident].

It has been brought to our attention that a transaction involving currency in excess of $10,000 was processed without the completion and submission of the mandatory CTR documentation. As you are aware, federal law and [Company Name] policy require that all cash transactions exceeding the legal threshold be reported to the appropriate regulatory authorities within a specific timeframe.

Failure to adhere to these Bank Secrecy Act (BSA) and Anti-Money Laundering (AML) regulations poses a significant legal and financial risk to the institution, including heavy fines and loss of operating licenses.

Required Actions:

- Immediate completion of any outstanding documentation related to this incident.
- Mandatory attendance at a remedial AML/CTR compliance training session on [Date/Time].
- Strict adherence to all reporting thresholds and internal verification procedures moving forward.

Please be advised that further instances of non-compliance or negligence regarding regulatory reporting will result in more severe disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file. Please sign below to acknowledge that you have received this letter and understand the gravity of this oversight.

Sincerely,

[Manager Name]
[Manager Title]

Employee Acknowledgment:

____
[Employee Signature]

Date: ________________