

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department Name]

Subject: Internal Warning Letter - Negligence in Wire Transfer Auditing

Dear [Employee Name],

This letter serves as a formal internal warning regarding your performance and negligence in adhering to the company's wire transfer auditing protocols.

Following a recent review of our financial records dated [Insert Date], it was discovered that you failed to perform the required verification steps for the following transaction(s):

- Transaction Reference: [Insert Reference Number]
- Date of Transaction: [Insert Date]
- Specific Oversight: [e.g., Failure to verify beneficiary details / Skipping secondary authorization / Incomplete documentation]

The auditing of wire transfers is a critical safety measure to prevent financial loss and ensure compliance with regulatory standards. Failure to follow these procedures exposes the company to significant financial and legal risks.

Required Actions:

Effective immediately, you are required to:

1. Strictly adhere to the Standard Operating Procedures (SOP) for all future audits.
2. Undergo a mandatory retraining session on wire transfer security protocols scheduled for [Insert Date].
3. Ensure that 100% of your assigned audits are completed with zero documentation gaps.

Please be advised that this warning will be placed in your permanent personnel file. Failure to improve your performance or any further instances of negligence may result in more severe disciplinary actions, up to and including termination of employment.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the areas requiring improvement.

Signature: _____ Date: _____