

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: OFFICIAL WARNING: Anti-Money Laundering (AML) Training Noncompliance

Dear [Employee Name],

This letter serves as an official warning regarding your failure to complete the mandatory Anti-Money Laundering (AML) training module, which was due on [Insert Deadline Date].

Adherence to AML training is a regulatory requirement and a critical component of our firm's compliance framework. Failure to complete this training poses a legal and operational risk to the organization.

Despite previous reminders sent on [Insert Date(s) of Reminders], our records indicate that you have not yet fulfilled this requirement.

Required Action:

You are required to complete the training by no later than [Insert Final Deadline Date]. You can access the training portal via the following link: [Insert Link].

Failure to comply with this final deadline may result in further disciplinary action, up to and including termination of employment, and may impact your performance review and compensation.

If you believe this letter has been sent in error, or if you are experiencing technical difficulties, please contact the Compliance Department immediately at [Insert Contact Details].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]

CC: [Human Resources Department/Direct Supervisor]