Date: [Insert Date]

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

Subject: Supervisory Warning Letter - Failure to Adhere to Enhanced Due Diligence (EDD) Procedures

Dear [Employee Name],

This letter serves as a formal supervisory warning regarding your performance in relation to the company's Enhanced Due Diligence (EDD) protocols. Compliance with these procedures is critical to ensuring our organization meets legal and regulatory requirements for anti-money laundering (AML) and risk management.

Description of Non-Compliance:

On [Date], a review of your assigned accounts/files revealed that the following EDD requirements were not met:

- [Specify omission, e.g., Failure to verify Source of Wealth]
- [Specify omission, e.g., Missing documentation for High-Risk client]
- [Specify omission, e.g., Inadequate investigation of adverse media]

Impact of Performance Deficit:

Improper EDD processing exposes the organization to significant legal, financial, and reputational risks. Adherence to our standard operating procedures is mandatory to maintain our regulatory standing.

Required Corrective Action:

Effective immediately, you are required to:

1. Remediate the identified file discrepancies by [Date].
2. Review the internal [Policy Name] and complete the [Name of Training] module by [Date].
3. Ensure all future EDD checklists are completed in full before submission for approval.

Future Expectations:

We expect an immediate and sustained improvement in your compliance accuracy. Failure to rectify these issues or further instances of non-compliance with EDD procedures may lead to additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this warning.

Sincerely,

[Supervisor Name]
[Supervisor Title]

Employee Acknowledgment:

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

Signature: ___________________________ Date: __________