DATE: [Date]

TO: [Employee Name]
TITLE: [Job Title]
DEPARTMENT: [Department Name]

SUBJECT: WARNING LETTER - FAILURE TO FILE SUSPICIOUS ACTIVITY REPORTS (SAR)

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with Anti-Money Laundering (AML) policies and regulatory requirements. Specifically, it has been identified that you failed to file Suspicious Activity Reports (SARs) related to the following incident(s):

Date of Incident: [Date]
Customer/Account Reference: [Reference Number]
Description of Activity: [Briefly describe the suspicious activity that was missed]

Under current financial regulations and our internal Compliance Policy, reporting suspicious activity is a mandatory legal requirement. Your failure to identify or escalate these transactions poses significant legal, financial, and reputational risk to the institution.

Required Corrective Actions:

- Immediate completion of the [Name of Training] refresher course by [Date].
- Review of all current accounts under your supervision for unreported activity.
- Strict adherence to all future reporting deadlines and escalation protocols.

Failure to improve performance in this area or further violations of compliance protocols may result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this warning.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

Signature: ____________________________ Date: ____________