Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Formal Written Warning - Failure to Report Large Cash Transaction

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to comply with our company's financial reporting policies and legal anti-money laundering (AML) regulations.

On [Date of Incident], it was identified that you processed a cash transaction in the amount of [Amount] without completing the required reporting documentation. According to our policy, any cash transaction exceeding [Threshold Amount] must be recorded and reported immediately to the Compliance Department.

Your failure to report this transaction is a serious matter. Non-compliance with these procedures exposes the company to significant legal risks, fines, and regulatory penalties.

Required Actions:

- Review the company's Cash Handling and AML Policy within [Number] days.
- Attend a mandatory refresher training session on [Date].
- Ensure all future large transactions are documented and reported accurately at the time of the sale.

Please be advised that further violations of company policy or failure to follow reporting procedures may lead to additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your personnel file.

Sincerely,

[Signature]

[Manager Name]
[Job Title]

Acknowledgment of Receipt:

I acknowledge that I have received this warning and understand the expectations set forth.

____
[Employee Signature]

Date: _________________