

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Official Reprimand for Delayed Suspicious Activity Reporting

Dear [Employee Name],

This letter serves as an official reprimand regarding your failure to report suspicious activity within the timeframe required by company policy and regulatory standards.

On [Date of Incident], you became aware of [Brief Description of Activity]. However, this activity was not formally reported to the [Compliance Officer/Security Department] until [Date of Report]. This constitutes a delay of [Number] days.

Our internal policies, specifically [Reference Policy Name/Code], mandate that all suspicious activities must be reported [immediately / within 24 hours]. Timely reporting is critical to protecting the organization from financial loss, legal liability, and reputational damage.

As a result of this delay:

- [Optional: Mention specific impact, e.g., Delayed investigation, increased risk exposure].

This conduct is unacceptable. You are required to immediately review the company's reporting protocols. Please be advised that further instances of non-compliance or failure to adhere to reporting timelines will lead to more severe disciplinary action, up to and including termination of employment.

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

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

[Employee Signature] | [Date]