

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Title]

From: [Manager Name]

Subject: FINAL WRITTEN WARNING: Excessive Cash Drawer Shortages

Dear [Employee Name],

This letter serves as a formal final written warning regarding your continued failure to maintain an accurate cash drawer. Despite previous discussions and warnings on [Date of First Warning] and [Date of Second Warning], your cash handling performance has not met company standards.

Incident Details:

On [Date], your cash drawer was reconciled and found to be short by [Amount]. This brings your total shortages over the last [Time Period] to [Total Amount].

Expectations:

- You are required to balance your drawer with 100% accuracy at the end of every shift.
- You must follow all cash handling procedures, including counting back change to customers and verifying all currency received.
- Discrepancies exceeding [Allowed Variance Amount] will not be tolerated.

Consequences:

This is your final warning. Immediate and sustained improvement in your cash handling accuracy is required. Failure to correct this behavior or any further instances of cash shortages will result in further disciplinary action, up to and including termination of your employment.

Please sign below to acknowledge that you have received this warning and understand the consequences of further shortages.

Employee Signature

Date

Supervisor Signature

Date