

Date: [Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: First Written Warning: Excessive Cash Drawer Shortages

Dear [Employee Name],

This letter serves as a formal written warning regarding the recurring shortages found in your assigned cash drawer. Maintaining an accurate balance is a fundamental requirement of your position as [Job Title].

According to our records, the following discrepancies have occurred:

- **Date:** [Date 1] | **Amount Short:** \$[Amount]
- **Date:** [Date 2] | **Amount Short:** \$[Amount]
- **Date:** [Date 3] | **Amount Short:** \$[Amount]

Per company policy, cash variances exceeding \$[Company Threshold] are considered a violation of performance standards. These shortages impact our operational efficiency and financial integrity.

Required Action:

Effective immediately, you are expected to follow all cash handling procedures, including double-counting change and verifying all transactions before closing the drawer. We will monitor your performance closely over the next [Number] days.

Failure to improve or further instances of cash discrepancies may result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the expectations set forth.

Manager Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____