

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

From: [Manager Name]

Subject: Formal Disciplinary Action: Excessive Cash Drawer Shortages

Dear [Employee Name],

This letter serves as a formal [warning/reprimand] regarding recurring shortages in your assigned cash drawer. Maintaining an accurate balance is a fundamental requirement of your position and is essential for the financial integrity of the company.

According to our records, the following discrepancies have been noted:

- Date: [Insert Date] - Amount Short: \$[Insert Amount]
- Date: [Insert Date] - Amount Short: \$[Insert Amount]
- Date: [Insert Date] - Amount Short: \$[Insert Amount]

Total Shortage for the period: \$[Insert Total Amount]

These shortages exceed the company's acceptable variance threshold. As a result, you are being placed on [insert status, e.g., a 90-day probation period/final warning]. During this time, your cash handling procedures will be closely monitored.

Expected Improvement:

Moving forward, you are expected to count your drawer at the start and end of every shift and verify all transactions immediately. Failure to rectify these discrepancies or further instances of significant shortages may lead to additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and that we have discussed the required improvements.

Manager Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____