

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

From: Internal Audit / Management Team

Subject: FORMAL WARNING: Excessive Cash Drawer Shortages

Dear [Employee Name],

This letter serves as a formal warning regarding the recurring cash shortages identified in your assigned cash drawer. Following a recent internal audit of your transaction logs and daily reconciliations, we have noted a pattern of discrepancies that exceeds the company's allowable variance threshold.

Summary of Audit Findings:

- **Audit Period:** [Start Date] to [End Date]
- **Total Number of Shortages:** [Number]
- **Total Amount Missing:** \$[Amount]
- **Most Recent Incident Date:** [Date]

Maintaining an accurate cash drawer is a fundamental requirement of your role. These shortages indicate a failure to follow standard cash-handling procedures, which impacts the financial integrity of the department.

Required Actions:

- You must strictly adhere to all cash-handling protocols, including double-counting currency and ensuring all receipts are processed correctly.
- You are required to attend a mandatory re-training session on [Date] at [Time].
- Immediate and sustained improvement is required. Your cash drawer will be audited daily for the next [Number] days.

Failure to correct these shortages or any further violations of company policy may result in further disciplinary action, up to and including termination of employment.

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

Employee Signature

Date

Manager/Auditor Signature