

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: Official Compliance Warning: Excessive Cash Drawer Shortages

Dear [Employee Name],

This letter serves as a formal warning regarding the recurring shortages found in your assigned cash drawer. Maintaining an accurate balance of cash funds is a core requirement of your position and a critical component of our financial compliance protocols.

Summary of Discrepancies:

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

The total variance recorded over the period of [Insert Timeframe] is [Insert Total Amount]. This exceeds the company's allowable variance threshold as outlined in the Employee Handbook and Cash Handling Policy.

Required Actions:

- You must strictly adhere to all point-of-sale and cash-counting procedures.
- You are required to attend a mandatory re-training session on [Insert Date/Time].
- Your cash drawer will be subject to daily audits for the next [Insert Number] days.

Failure to rectify these shortages or any further violations of cash handling policies 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.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____