

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Improvement Letter - Excessive Cash Drawer Shortages

Dear [Employee Name],

This letter serves as a formal notification regarding your recent performance concerning cash handling procedures. Specifically, we are addressing the recurring shortages found in your cash drawer on the following dates:

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

Accurate cash handling is a fundamental requirement of your role. These discrepancies exceed the company's allowable variance threshold and impact our operational standards. We have previously discussed these expectations during your training and on [Date of Previous Verbal Warning].

Required Improvements:

- Ensure all transactions are entered accurately into the POS system.
- Verify all currency received and change given back to customers.
- Strictly follow the policy of "one person per drawer" at all times.
- Conduct a mid-shift count if necessary to track accuracy.

Next Steps:

We will monitor your cash reports daily for the next [Number] days. Failure to eliminate these shortages or any further violations of cash handling policies may lead to further disciplinary action, up to and including termination of employment.

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

Employee Signature

Date

Manager Signature
