

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Probationary Status - Cash Drawer Shortages

Dear [Employee Name],

This letter serves as formal notification that you are being placed on a [Number of Days]-day disciplinary probation period, effective [Start Date], due to recurring excessive shortages in your assigned cash drawer.

Background:

Our records indicate the following discrepancies:

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

These shortages exceed the company's allowable variance threshold and violate the Cash Handling Policy outlined in the Employee Handbook. Accurate cash management is an essential requirement of your position.

Terms of Probation:

During this probationary period, the following actions will occur:

- Mandatory retraining on cash handling and point-of-sale procedures.
- Audit of your drawer at the start and end of every shift by a supervisor.
- Zero tolerance for any further variances exceeding [Amount].

Expected Outcome:

We expect immediate and sustained improvement in your cash balancing. Failure to eliminate these shortages or further violations of company policy during or after this probationary period 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 terms of your probation.

Sincerely,

[Manager Name]

[Title]

Employee Signature

Date