

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Title]

From: [Manager Name]

Subject: SECOND WARNING - EXCESSIVE CASH DRAWER SHORTAGES

Dear [Employee Name],

This letter serves as a formal second warning regarding the recurring shortages in your assigned cash drawer. On [Date of Previous Warning], you were issued a first warning regarding a shortage of \$[Amount].

Since that time, the following additional discrepancies have been recorded:

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

Maintaining an accurate till is a fundamental requirement of your position. These repeated errors indicate that the corrective actions discussed during our previous meeting have not been successfully implemented.

Required Action:

You are required to follow all company cash-handling procedures without exception. This includes counting your drawer at the start and end of every shift and ensuring all transactions are processed accurately.

Failure to improve cash handling accuracy immediately may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received and understand this warning.

Employee Signature

Date

Supervisor Signature