

Date: [Insert Date]

To: [Teller Name]

From: [Manager Name/Human Resources]

Subject: WRITTEN WARNING: Excessive Cash Drawer Shortages and Required Retraining

Dear [Teller Name],

This letter serves as a formal written warning regarding the recurring shortages in your cash drawer. According to our records, the following discrepancies have occurred over the past [Insert Time Frame, e.g., 30 days]:

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

These variances exceed the acceptable limits defined in the [Company Name] Cash Handling Policy. Maintaining an accurate drawer is a fundamental requirement of your position as a Teller.

Required Action:

As a result of these frequent shortages, you are required to undergo mandatory cash handling retraining. This training session is scheduled for:

Date/Time: [Insert Date and Time]

Location: [Insert Location/Office]

During this period, your drawer may be subject to daily audits. We expect to see immediate and sustained improvement in your balancing accuracy. Please be advised that further shortages or failure to follow cash handling procedures may result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the requirements for retraining.

Sincerely,

[Manager Signature]

[Manager Name/Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the steps required to improve my performance.

Employee Signature

Date