

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/Human Resources]

Subject: Formal Warning: Excessive Cash Drawer Shortages

Dear [Employee Name],

This letter serves as a formal warning regarding your performance as a Vault Custodian. Specifically, this notice is in response to repeated and excessive cash shortages discovered during recent reconciliations of your assigned drawer and vault transactions.

Incident Details:

- **Date of Shortage:** [Insert Date] | **Amount:** [Insert Amount]
- **Date of Shortage:** [Insert Date] | **Amount:** [Insert Amount]
- **Total Variance:** [Insert Total Amount]

As a Vault Custodian, maintaining 100% accuracy in cash handling is a fundamental requirement of your role. These discrepancies violate the company's Cash Handling Policy and impact the operational integrity of the branch.

Required Improvements:

- Immediate elimination of all cash variances.
- Strict adherence to dual-control procedures and verification protocols.
- Mandatory retraining on cash counting and reconciliation software by [Insert Date].

Please be advised that failure to improve your cash handling accuracy or the occurrence of further shortages will 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 expectations set forth.

Employee Signature

Supervisor Signature