Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/Title]

Subject: WRITTEN WARNING - Non-Compliance with Vault Cash Limit Policies

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to comply with the company's established vault cash limit policies. Maintaining cash levels within authorized limits is critical for insurance compliance, security protocols, and risk management.

Details of Non-Compliance:

- **Date of Occurrence:** [Insert Date]
- **Authorized Limit:** $[Insert Amount]
- **Actual Cash Balance:** $[Insert Amount]
- **Description of Incident:** [Insert brief description of the violation, e.g., failure to perform a timely cash drop or exceeding end-of-day limits].

Policy Reference:
Per the [Company Name] Employee Handbook and Standard Operating Procedures, Section [Insert Section Number], employees are required to monitor vault balances and ensure they do not exceed the maximum threshold of $[Insert Amount].

Expectations and Required Actions:
Moving forward, you are expected to:

- Monitor vault totals continuously throughout your shift.
- Perform cash transfers/drops immediately when balances approach the limit.
- Strictly adhere to all security and cash handling protocols.

Consequences:
Failure to rectify this behavior or further violations of company policy 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 expectations set forth.

____
Employee Signature

____
Date

Manager Signature