

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Position:** [Job Title]

**Subject: Official Warning for Unauthorized Transaction Overrides**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent professional conduct. It has come to the attention of management that you have performed transaction overrides without following the required authorization protocols.

**Incident Details:**

- **Date of Incident:** [Insert Date]
- **Transaction Reference:** [Insert ID/Number]
- **Description:** [Briefly describe the specific override performed]

These actions constitute a violation of our company's internal controls and financial security policies. Unauthorized overrides bypass essential oversight mechanisms and expose the organization to significant operational and financial risk.

**Required Actions:**

- Immediately cease performing any transaction overrides without written or digital approval from a designated supervisor.
- Review the [Name of Policy Manual] regarding transaction limits and authorization levels.
- Attend a mandatory retraining session on [Date/Time] regarding financial compliance.

Please be advised that further instances of unauthorized overrides or failure to adhere to company policy will result in more severe disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

---

**Employee Acknowledgment:**

I acknowledge that I have received this warning and understand the consequences of future violations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_