

To: [Employee Name]

From: [Manager Name]

Date: [Date]

Subject: Formal Warning - Inappropriate Use of Cash Drawer Credentials

Dear [Employee Name],

This letter serves as a formal warning regarding your use of cash drawer credentials. It has come to our attention that on [Date], you engaged in the following conduct: [Description of incident, e.g., sharing your login code or using another employee's credentials].

Company policy strictly states that cash drawer login credentials, including passwords and keys, are unique to each employee. Sharing or using credentials other than your own is a violation of our security protocols and financial handling procedures. These measures are in place to ensure accountability and protect both the company and its employees.

Effective immediately, you are required to comply with the following:

- Never share your access codes or keys with any other individual.
- Never attempt to log into a point-of-sale system or cash drawer using another person's information.
- Report any unauthorized use of your credentials to management immediately.

Please be advised that further violations of company policy or failure to follow proper cash handling procedures may result in additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the expectations set forth.

[Employee Signature]