

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [Employee ID Number]

**Position:** [Job Title]

**Subject: Formal Disciplinary Warning - Improper Wire Transfer Authorization**

Dear [Employee Name],

This letter serves as a formal disciplinary warning regarding your failure to follow established company protocols concerning wire transfer authorizations. This issue came to our attention on [Date of Incident].

**Description of Incident:**

On [Date], it was discovered that you authorized a wire transfer for [Amount] to [Recipient Name/Entity] without [Specific Missing Step, e.g., obtaining secondary verbal verification / following the dual-approval hierarchy / verifying the authenticity of the request].

**Policy Violation:**

Your actions constitute a violation of company policy [Policy Name/Number], which requires strict adherence to security measures designed to prevent financial loss and fraud. Failure to follow these procedures poses a significant risk to the organization's assets.

**Required Corrective Action:**

Effective immediately, you are required to:

1. Re-read and sign the Corporate Financial Transfer Protocol.
2. Attend a mandatory security training session on [Date].
3. Ensure 100% compliance with all authorization steps for future transactions.

**Consequences:**

Please be advised that further violations of company financial policies or failure to improve performance in this area may lead to 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]

[Manager Title]

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**Employee Acknowledgment:**

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

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