

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: FINAL WARNING - Unauthorized Fund Transfers

Dear [Employee Name],

This letter serves as a formal final warning regarding your recent conduct involving unauthorized fund transfers. Specifically, on [Date of Incident], it was discovered that you performed the following transaction(s) without proper authorization or adherence to company protocols:

[Insert Brief Description of Incident/Amount/Reference Number]

This action is a direct violation of the company's financial policies and code of conduct. Your previous [verbal/written] warning issued on [Date of previous warning] addressed similar concerns, yet this behavior has persisted.

Please be advised that this is your final warning. We require immediate and sustained improvement in your adherence to all financial security procedures. You are hereby instructed to:

- Cease all unauthorized financial activities immediately.
- Follow all internal approval workflows for every transaction.
- Review the company's Financial Compliance Handbook within the next [Number] days.

Failure to comply with these requirements or any further instances of financial misconduct will result in immediate termination of your employment.

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

Please sign below to acknowledge that you have received this letter and understand the severity of the situation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

[Employee Signature]

Date: _____