

**Date:** [Date]

**To:** [Employee Name]

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

**From:** [Manager Name/Human Resources]

**Subject:** First Written Warning: Cash Drawer Shortage

Dear [Employee Name],

This letter serves as a formal written warning regarding a shortage discovered in your cash drawer. On [Date of Occurrence], a discrepancy was found between the recorded sales and the physical cash in your drawer for the [Shift Name/Time] shift.

**Incident Details:**

- Date of Shortage: [Date]
- Expected Amount: \$[Amount]
- Actual Amount: \$[Amount]
- Total Shortage: \$[Amount]

Per company policy, employees are responsible for the accuracy of their assigned cash drawers. Maintaining an accurate balance is a fundamental requirement of your position. This shortage indicates a failure to follow standard cash handling procedures.

**Required Actions:**

- Carefully count and verify your starting bank at the beginning of each shift.
- Ensure all transactions are entered correctly into the Point of Sale (POS) system.
- Count back change to customers to ensure accuracy.
- Immediately report any processing errors to a supervisor.

Failure to improve cash handling accuracy or further instances of shortages may lead to additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and that we have discussed the expectations for your future performance.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_