

**Date:** [Date]

**To:** [Employee Name]

**Position:** [Employee Title]

**Department:** [Department Name]

**Subject: Formal Warning Letter - Failure to Reconcile Vault Cash**

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to perform the required daily reconciliation of the vault cash on the following date(s): [Insert Dates].

Accurate and timely reconciliation of vault assets is a critical job function designed to ensure financial integrity and prevent losses. Our company policy requires that the vault be balanced and documented [State Frequency, e.g., at the end of every shift]. Your failure to adhere to these procedures is a violation of our internal control protocols.

**Specific Issue:**

On [Date], it was discovered that [Describe specific incident, e.g., the vault was left unreconciled / a discrepancy of \$X.XX was not reported].

**Required Action:**

Effective immediately, you are expected to:

1. Complete all vault reconciliations accurately and on time.
2. Immediately report any discrepancies to your supervisor.
3. Re-read the Standard Operating Procedures (SOP) regarding cash handling.

Please be advised that further instances of non-compliance or failure to follow cash handling procedures may result in additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Name]

[Your Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning and understand the expectations outlined above.

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