

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Insert Department]

Subject: Official Warning Letter - Mishandling of Customer Deposits

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct concerning the handling of customer deposits. It has been brought to our attention that on [Date of Incident], the following discrepancy occurred:

[Insert detailed description of the incident, e.g., failure to issue a receipt, delay in recording a deposit, or missing funds].

The proper management of customer funds is a critical responsibility. Your actions in this instance have violated the company's financial protocols and "Standard Operating Procedures for Cash Handling." Such negligence poses a risk to the company's reputation and financial integrity.

You are required to adhere to the following corrective actions immediately:

- Review the company policy on deposit handling.
- Ensure all deposits are recorded and secured at the time of receipt.
- [Optional: Attend a retraining session on financial compliance].

Please be advised that further instances of mishandling funds or failing to follow company financial procedures may lead to more severe disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file. Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____