

**Date:** [Insert Date]

**To:** [Employee Name]

**Designation:** [Employee Designation]

**Employee ID:** [Insert ID]

**Subject: Warning Letter for Negligent Handling of Branch Petty Cash**

Dear [Employee Name],

This letter serves as a formal warning regarding your negligence in managing the branch petty cash fund, for which you are the designated custodian.

During a recent audit/review conducted on [Date], the following discrepancies were noted:

- [Detail specific issue: e.g., Unexplained shortage of funds in the amount of \$XXX]
- [Detail specific issue: e.g., Missing receipts for recorded transactions]
- [Detail specific issue: e.g., Failure to maintain the petty cash log accurately]
- [Detail specific issue: e.g., Unauthorized use of funds for personal expenses]

The handling of company funds requires the highest level of integrity and attention to detail. Your failure to adhere to the established financial procedures is a violation of company policy and has resulted in financial inaccuracy for the branch.

You are hereby instructed to rectify these discrepancies immediately. Furthermore, you are required to strictly follow the petty cash management protocols moving forward, ensuring all vouchers are signed, receipts are attached, and the balance is reconciled daily.

Please be advised that this matter will be placed in your permanent personnel file. Any further instances of financial negligence or failure to follow company procedures will result in more severe disciplinary action, up to and including termination of employment.

Please sign a copy of this letter to acknowledge that you have received it and understand its contents.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

**Acknowledgment:**

I acknowledge receipt of this warning letter and understand the seriousness of the situation.

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[Employee Signature]