

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Job Title]

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

**Subject: WARNING LETTER - TELLER VAULT DISCREPANCY**

Dear [Employee Name],

This letter serves as a formal warning regarding a discrepancy found in the teller vault assigned to you. On [Date of Incident], a cash audit/reconciliation revealed a [Shortage/Overage] of [Amount and Currency].

According to our standard operating procedures, all tellers are responsible for the accurate balancing of their assigned vault and the immediate reporting of any inconsistencies. The discrepancy identified is a violation of the bank's cash handling policies and internal controls.

**Incident Details:**

Date of Audit: [Date]

Expected Balance: [Amount]

Actual Balance: [Amount]

Variance: [Amount]

You are required to adhere strictly to all cash management protocols moving forward. Please be advised that further instances of vault discrepancies or failure to follow balancing procedures may result in more severe disciplinary action, up to and including termination of employment.

We expect immediate improvement in your accuracy and diligence. If you require additional training on vault reconciliation procedures, please notify your supervisor immediately.

Please sign below to acknowledge receipt of this warning.

Sincerely,

[Name of Manager/Supervisor]

[Title]

[Department Name]

**Employee Acknowledgment:**

I acknowledge that I have received this warning letter and understand the contents herein.

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[Employee Signature]

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[Date]