

Date: [Insert Date]

To: [Employee Name]

ID Number: [Employee ID]

Department: [Department Name]

Subject: Formal Warning Letter - Unauthorized Access to Institutional Funds

Dear [Employee Name],

This letter serves as a formal warning regarding your unauthorized access to institutional funds on [Date of Incident]. It has been brought to our attention that you [describe specific action, e.g., accessed a restricted account/withdrew funds without approval] in the amount of [Amount].

According to the institution's Financial Conduct Policy, Section [Insert Section Number], access to these funds requires explicit authorization from [Insert Department/Authority]. Our records indicate that no such authorization was granted for this transaction.

This behavior is a serious violation of our internal controls and trust. You are hereby instructed to:

- Immediately cease all unauthorized financial activities.
- Undergo a mandatory review of the Institutional Financial Policy.
- [Insert further requirement, e.g., Return the funds immediately].

Please be advised that this letter will be placed in your permanent personnel file. Any further instances of financial misconduct or failure to comply with institutional policies will result in more severe disciplinary actions, up to and including termination of employment and potential legal action.

Please sign and return a copy of this letter to the Human Resources Department to acknowledge that you have received and understood this warning.

Sincerely,

[Signature]

[Name of Manager/Supervisor]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning letter and understand the consequences of further violations.

Signature: _____ Date: _____