

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Warning Letter for Violation of Cash Handling Procedures

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the company's established cash handling procedures. On [Date of Incident], the following discrepancy or violation was noted:

[Insert detailed description of the incident, e.g., cash register shortage, failure to provide receipts, leaving cash drawer unattended, or failure to perform end-of-shift reconciliation].

Adherence to cash handling protocols is critical to the financial integrity of the company. Your actions on this occasion have resulted in [mention consequence, e.g., a financial loss of \$XX.XX / a breach of security policy].

Effective immediately, you are required to follow all company policies regarding the management of currency. This includes, but is not limited to:

- [Requirement 1, e.g., Verifying the float at the start of every shift]
- [Requirement 2, e.g., Securing all cash in the safe immediately upon counting]
- [Requirement 3, e.g., Ensuring all transactions are processed through the Point of Sale system]

Please be advised that further violations of these procedures may lead to additional 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 this warning and understand the expectations moving forward.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____