

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name]

Subject: Formal Written Warning: Cash Management Policy Breach

Dear [Employee Name],

This letter serves as a formal written warning regarding your failure to comply with company cash management policies. This warning follows our meeting on [Date of Meeting] where we discussed the following incident(s):

Details of Incident:

On [Date of Incident], it was noted that [describe the specific breach, e.g., cash drawer shortage, failure to provide receipts, leaving cash unattended, or failure to perform daily reconciliation].

Policy Violation:

Your actions are in direct violation of [Section/Name of Company Cash Policy]. Maintaining accurate and secure cash handling procedures is a critical requirement of your role.

Required Improvements:

Effective immediately, you are required to:

- Adhere strictly to all cash handling and reporting procedures.
- Ensure all transactions are recorded accurately at the time of sale.
- [Insert any specific training or retraining requirements].

Consequences:

Failure to correct this behavior or any further breaches of company policy will result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the expectations moving forward.

Manager Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____