

DATE: [Insert Date]

TO: [Recipient Name]

TITLE: [Recipient Job Title]

DEPARTMENT: [Department Name]

FROM: [Executive Name]

TITLE: [Executive Job Title]

SUBJECT: FINAL WARNING: Chronic Late Remittance of Third-Party Funds

Dear [Recipient Name],

This formal letter serves as a final executive warning regarding the ongoing and chronic delays in the remittance of third-party funds under your supervision. Despite previous verbal and written discussions held on [Date of Previous Meeting/Warning], the department continues to fail in meeting established fiduciary deadlines.

Our records indicate that for the period of [Date Range], remittances were delayed by an average of [Number] days. These funds, which include [List specific funds, e.g., insurance premiums, tax withholdings, or vendor payments], are held in trust. Failure to remit these payments on time constitutes a serious breach of our contractual obligations and exposes the organization to:

- Substantial financial penalties and interest charges.
- Legal litigation from third-party beneficiaries.
- Severe damage to the company's corporate reputation and credit standing.
- Regulatory non-compliance risks.

Effective immediately, you are required to provide a written Remediation Plan by [Deadline Date]. This plan must outline the structural changes and internal controls you will implement to ensure 100% on-time remittance moving forward.

Please be advised that any further instance of late remittance will be viewed as a failure to perform your executive duties and will result in immediate disciplinary action, up to and including termination of employment.

We expect your immediate cooperation in resolving this critical matter.

Sincerely,

[Signature]

[Executive Name]

[Executive Title]

cc: [Human Resources Department]
[Legal/Compliance Department]