

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Formal Warning Regarding Unverified Wire Transfer Attempts

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct concerning company financial protocols. It has come to our attention that on [Date], you attempted to initiate or process a wire transfer without following the mandatory verification procedures required by our security policy.

Specifically, the following protocol breaches were identified:

- Failure to verify the recipient's identity through an approved secondary communication channel.
- Attempting to process a transaction without the required dual-authorization or management sign-off.
- Disregard for established anti-fraud checkpoints.

Unverified wire transfers pose a severe financial and reputational risk to the company. Adherence to our financial security guidelines is a critical requirement of your role to prevent fraudulent activity and unauthorized loss of funds.

Corrective Action Required:

- You must immediately review the Company Financial Security and Wire Transfer Policy.
- You are required to attend a mandatory retraining session on fraud awareness on [Date/Time].
- Effective immediately, every wire transfer request you handle must be personally reviewed by [Supervisor Name] before any data is entered into the payment system.

Please be advised that further failure to comply with company financial protocols or any further instances of processing unverified transactions will lead to more serious disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file.

Please sign below to acknowledge that you have received this letter and understand the seriousness of this matter.

Employee Signature

Date

Manager/HR Representative Signature