

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: FINAL WRITTEN WARNING: Unauthorized Corporate Wire Transfer Attempts

Dear [Employee Name],

This letter serves as a formal final warning regarding your conduct concerning corporate financial protocols. It has been brought to the attention of management that on [Date of Incident], you attempted to initiate a corporate wire transfer in the amount of [Amount] without following the required authorization procedures.

This incident follows previous discussions/warnings regarding financial compliance on [Date of Previous Warning, if applicable]. Your actions constitute a serious violation of company policy regarding financial internal controls and data security.

Required Corrective Action:

- Immediately cease all attempts to initiate financial transactions outside of your designated authority.
- Review the Corporate Financial Policy manual by [Deadline Date].
- Complete mandatory retraining on internal fraud prevention and wire transfer protocols.

Please be advised that this is a final warning. Any further violations of company policy or failure to adhere to financial security protocols will result in immediate termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

I confirm that I have received this warning and understand the consequences of future violations.

Signature: _____ Date: _____