

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Department: [Department Name]

Subject: First Warning Letter: Unauthorized Wire Transfer Initiation

Dear [Employee Name],

This letter serves as a formal warning regarding your attempt to initiate a wire transfer on [Date] in the amount of [Amount] to [Recipient Name/Entity].

Upon review, it has been determined that this transaction was initiated without following the company's mandatory authorization protocols. Specifically, the following internal controls were bypassed:

- [List specific policy violated, e.g., Lack of secondary approval]
- [List specific policy violated, e.g., Failure to verify recipient credentials]
- [List specific policy violated, e.g., Exceeding individual transaction limits]

Unauthorized financial activity is a serious violation of company policy and poses a significant risk to the organization. As an employee, you are required to adhere strictly to the Financial Management Policy and Wire Transfer Procedures manual.

Required Actions:

1. You must immediately review the attached Company Wire Transfer Policy.
2. You are required to attend a mandatory training session on financial compliance on [Date].
3. You must obtain written sign-off from your supervisor for all future financial requests, regardless of the amount, for the next [Number] months.

Please be advised that further instances of unauthorized financial activity or failure to follow established internal controls will result in more severe disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

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

[Employee Signature]

[Date]