

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Official Warning - Unapproved Outbound Wire Transfer Attempt

Dear [Employee Name],

This letter serves as a formal warning regarding your recent attempt to initiate an outbound wire transfer on [Date of Incident] in the amount of [Amount].

Upon review, it has been determined that this transaction was attempted without following the required authorization protocols or obtaining the necessary management approvals as outlined in the company's Financial Security Policy.

Specifically, the following violations occurred:

- Failure to secure written authorization from a department head.
- Bypassing established internal verification procedures.
- Attempting a transaction that exceeds your assigned discretionary limit.

Compliance with financial regulations and internal controls is mandatory. Unauthorized wire transfers pose a significant financial and legal risk to the organization. This incident has been documented in your permanent personnel file.

Effective immediately, you are required to re-read the [Company Name] Financial Conduct Handbook and complete a mandatory retraining session on wire transfer procedures. Please be advised that any further violation of company financial policies may result in additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this warning.

Sincerely,

[Manager Name]

[Title]

[Department Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the seriousness of the violation.

Signature: _____ Date: _____