

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Department:** [Department Name]

**Subject:** Formal Warning: Repeated Unapproved Wire Transfer Attempts

Dear [Employee Name],

This letter serves as a formal warning regarding your repeated attempts to initiate wire transfers without following the company's mandatory approval protocols. Records indicate that unapproved requests were made on the following dates: [Insert Dates].

As per our Financial Policy (Section [Insert Section Number]), all outgoing wire transfers must receive written authorization from [Department/Position Name] prior to execution. Your failure to adhere to these internal controls poses a significant financial and security risk to the organization.

This behavior is considered a serious breach of company policy. You are required to immediately cease any wire transfer activity that has not been vetted through the official approval chain. Please be advised that you must complete a retraining session on [Policy Name] by [Deadline Date].

Failure to comply with these instructions or any further attempts to bypass financial controls will result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this warning.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Employee Acknowledgment:**

\_\_\_\_\_  
[Employee Signature]

**Date:** \_\_\_\_\_