

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Warning Letter Regarding Suspicious Unapproved Wire Transfer Attempts

Dear [Employee Name],

This letter serves as a formal warning regarding recent activities identified on your user account. On [Insert Date], our internal monitoring systems flagged multiple attempts to initiate wire transfers to an external account [Insert Account Details if applicable] without the required management authorization.

Upon review, it was determined that these attempts were not in compliance with our company's Financial Security Protocol and standard operating procedures. Specifically, the following violations were noted:

- Attempting to bypass the dual-authorization requirement.
- Failing to provide supporting documentation for the requested funds.
- Submitting transfer requests outside of approved banking hours.

This behavior is considered a serious breach of company policy and poses a significant financial risk to the organization. Please be advised that any further attempts to initiate unauthorized transfers or any deviation from established financial controls will lead to further disciplinary action, up to and including immediate termination of employment.

You are required to meet with [Insert Manager/HR Name] on [Insert Date/Time] to discuss this matter further and to undergo a mandatory retraining session on our financial security policies.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Employee Acknowledgment:

[Employee Signature]

[Date]