

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Title]

**Department:** [Department Name]

**Subject: Formal Warning regarding Unapproved International Wire Transfer Attempts**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent attempts to initiate international wire transfers on [Insert Date(s)].

It has come to our attention that these transaction attempts were made without following the company's mandatory authorization protocols. Specifically, you attempted to transfer [Amount/Currency] to [Recipient/Country] without obtaining prior written approval from the [Finance Department/Management].

Such actions constitute a serious violation of our Corporate Financial Policy and Internal Control Procedures. Unauthorized financial activity poses significant risks to the company's security and regulatory compliance.

**Required Actions:**

- Immediately cease all unauthorized wire transfer activities.
- Review the attached Company Financial Policy.
- Schedule a meeting with [Manager Name] by [Date] to discuss this matter.

Please be advised that further violations of financial protocol or failure to adhere to company policy will result in more severe disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Your Name]

[Your Title]

**Employee Acknowledgment:**

---

[Employee Signature]

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