

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Formal Warning: Unapproved Wire Transfer Attempt and Security Protocol Violation

Dear [Employee Name],

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

It has been brought to the attention of management that this transaction was attempted without following the company's mandatory security protocols, specifically: [List specific protocol bypassed, e.g., dual-authorization, verbal verification, or management sign-off].

Bypassing financial controls poses a significant risk to the organization's assets and security integrity. Compliance with the Wire Transfer Policy is mandatory for all employees to prevent fraud and financial loss.

Required Actions:

- Immediately cease any attempts to process financial transactions outside of established workflows.
- Review the attached Corporate Financial Security Policy.
- Complete a mandatory security re-training session by [Insert Date].

Please be advised that further violations of company security policies may lead to additional disciplinary action, up to and including termination of employment.

A copy of this letter 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 seriousness of the violation.

Signature: _____ Date: _____