

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Formal Warning: Unapproved Wire Transfer Attempt Exceeding Authorization Limits

Dear [Employee Name],

This letter serves as a formal warning regarding your recent attempt to initiate a wire transfer that exceeded your established financial authorization limits. Our internal monitoring systems flagged an unauthorized transaction attempt on [Date] in the amount of [Amount], which was submitted without the required secondary approvals or prior managerial consent.

This action is a direct violation of the company's Financial Internal Controls and Expenditure Policy. Specifically, your current authorization level is capped at [Insert Limit Amount]. Any transaction exceeding this threshold must be processed through the formal approval chain before initiation.

We view this matter with gravity as it bypasses critical security protocols designed to protect the company's assets. You are hereby instructed to:

- Immediately cease any attempts to process financial transactions outside of your designated limits.
- Review the attached Financial Policy Manual.
- Attend a mandatory retraining session on internal banking protocols scheduled for [Date/Time].

Failure to comply with company financial policies in the future, or any further attempts to circumvent established authorization workflows, will result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this warning and your understanding of the required corrective actions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the company policies regarding financial authorization limits.

Signature: _____ Date: _____