

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Formal Warning: Unapproved Wire Transfer Attempt

Dear [Employee Name],

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

It has been determined that this transaction was attempted without following the company's established financial protocols and without obtaining the required authorization from [Manager Name/Finance Department].

Unauthorized financial activity is a serious violation of company policy. Our internal controls are in place to prevent fraud and ensure the security of company assets. Any circumvention of these procedures puts the organization at significant risk.

Required Actions:

- Immediately cease all attempts to initiate financial transfers outside of approved channels.
- Review the Company Financial Policy Manual, specifically Section [Insert Section Number] regarding Disbursement Authority.
- Complete a mandatory retraining session on financial compliance by [Insert Date].

Please be advised that further instances of non-compliance or unauthorized financial activity may result in more severe 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 consequences of future violations.

[Employee Signature]