

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Warning Letter for Unapproved Wire Transfer Protocol Violation

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to follow the company's established protocols for wire transfers. It has come to our attention that on [Date of Incident], you initiated or processed a wire transfer in the amount of [Amount] without obtaining the required [Authorizations/Verifications/Approvals] as outlined in the [Company Policy Name/Manual].

Our financial protocols are designed to prevent fraud, errors, and unauthorized loss of company funds. By bypassing these steps, you have placed the organization at significant financial and operational risk.

Specifically, the following policy violations occurred:

- [Detail Violation 1: e.g., Lack of verbal verification with the recipient]
- [Detail Violation 2: e.g., Failure to obtain secondary manager signature]
- [Detail Violation 3: e.g., Processing transfer based on an unverified email request]

Effective immediately, you are required to adhere strictly to all financial security procedures. Failure to comply with these protocols in the future, or any further instances of policy violations, may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and that you understand the seriousness of this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____