

Date: [Insert Date]

To: [Branch Manager Name]

Employee ID: [Insert ID]

Branch: [Insert Branch Name/Location]

Subject: FORMAL WARNING - Breach of Anti-Money Laundering (AML) Protocols regarding Cash Deposit Structuring

Dear [Branch Manager Name],

This letter serves as a formal warning regarding your failure to identify, prevent, or report suspected cash deposit structuring within your branch. Following a recent compliance audit conducted on [Date], it was discovered that multiple transactions occurred under your supervision that appear to have been intentionally broken down into amounts below the mandatory reporting threshold of [Insert Currency/Amount].

Specifically, the following lapses were identified:

- Failure to monitor high-frequency cash deposits by [Account Name/Number] between [Date] and [Date].
- Failure to file the required Currency Transaction Reports (CTRs) or Suspicious Activity Reports (SARs).
- Lack of oversight regarding teller activities related to these transactions.

As a Branch Manager, you are responsible for ensuring that all staff members strictly adhere to federal regulations and bank policies concerning Anti-Money Laundering (AML) and "Know Your Customer" (KYC) requirements. Failure to detect structuring not only violates internal policy but also exposes the institution to severe legal penalties and reputational risk.

Required Actions:

1. You must complete the mandatory "Advanced AML and CTR Compliance" training module by [Date].
2. You are required to submit a written explanation regarding these oversight lapses within [Number] business days.
3. You must implement a daily review process for large cash movements within your branch effective immediately.

Please be advised that further instances of non-compliance or failure to perform your supervisory duties regarding regulatory reporting may lead to additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Your Name]
[Your Title]
[Department Name]

Acknowledgment of Receipt:

I acknowledge that I have received this warning letter and understand the seriousness of the issues raised.

Employee Signature

Date