

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: First Warning Letter - Unauthorized Business Transactions on Personal Account

Dear [Employee Name],

This letter serves as a formal warning regarding your recent financial activities. It has come to our attention that you have been conducting company business transactions using your personal bank account or personal payment methods.

According to company policy [Insert Policy Name/Number], all business-related financial transactions must be processed through official company accounts and designated channels. Using personal accounts for business purposes creates significant risks regarding accounting accuracy, tax compliance, and financial security.

Details of Incident:

[Insert date and brief description of the unauthorized transaction(s)]

Required Actions:

- Immediately cease all business transactions through personal accounts.
- Provide all documentation and receipts related to the unauthorized transactions to the Finance Department by [Insert Date].
- Review the company's Financial Code of Conduct.

Please be advised that this is a first warning. Failure to comply with company financial policies in the future may lead to further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the company policy regarding business transactions.

Signature: _____ Date: _____