

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: FORMAL WARNING - UNAUTHORIZED CORPORATE TRANSACTIONS

Dear [Employee Name],

This letter serves as a formal warning regarding your use of a personal account for corporate transactions. It has come to our attention that on [Date], you conducted the following business-related financial activity through your personal bank or credit account: [Describe Transaction].

This practice is a direct violation of the company's financial policies and the Employee Code of Conduct. According to our policy, all corporate expenditures and business-related income must be processed exclusively through authorized company accounts to ensure financial transparency, tax compliance, and accurate bookkeeping.

The risks associated with using personal accounts for business include:

- Commingling of funds, which complicates internal audits.
- Potential security breaches of corporate financial data.
- Violation of tax regulations and reporting requirements.

You are required to cease all unauthorized transactions immediately. All future business expenses must be processed via [Company Reimbursement Process/Corporate Credit Card], and all client payments must be directed to the company's official accounts.

Please be advised that further instances of non-compliance 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.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Manager Name]

[Job Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____