

Date: [Insert Date]

To: [Employee Name]

Subject: Formal Warning: Policy Violation Regarding Business Banking on Personal Accounts

Dear [Employee Name],

This letter serves as a formal warning regarding your violation of the company's financial and compliance policies. It has come to our attention that you have been conducting business-related financial transactions using a personal bank account.

According to [Company Name] policy [Insert Policy Number/Name if applicable], all business revenues, expenses, and client payments must be processed exclusively through authorized corporate accounts. Using personal accounts for business purposes creates significant risks, including:

- Inaccurate financial reporting and tax complications.
- Violation of Anti-Money Laundering (AML) and "Know Your Customer" (KYC) regulations.
- Security risks and lack of audit trails for company funds.

Required Actions:

Effective immediately, you are required to:

1. Cease all business transactions through personal accounts.
2. Provide a full reconciliation of any company funds currently held in your personal account.
3. Transfer all outstanding business funds to the designated corporate account by [Insert Date].

Please be advised that further violations of this policy may lead to additional disciplinary action, up to and including termination of employment.

Please sign and return a copy of this letter to acknowledge that you have received this warning and understand the required corrective actions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____