

To: [Employee Name]

From: [Executive Name/Title]

Date: [Date]

Subject: Formal Notice of Unauthorized Corporate Credit Card Transactions

Dear [Employee Name],

This letter serves as formal notification regarding unauthorized charges identified on your corporate credit card ending in [Last 4 Digits]. Our recent audit of the statement dated [Date] has revealed transactions that do not comply with the company's Expense Policy.

The following transactions have been flagged as non-business related or unauthorized:

- [Date] - [Merchant Name] - [Amount]
- [Date] - [Merchant Name] - [Amount]
- [Date] - [Merchant Name] - [Amount]

As per the Corporate Credit Card Agreement signed upon issuance, cardholders are strictly prohibited from using company funds for personal expenses. We require a written explanation for these charges by [Deadline Date].

Furthermore, you are required to reimburse the company for the total amount of [Total Amount] no later than [Due Date]. Please coordinate with the Finance Department to facilitate this payment.

Please be advised that unauthorized use of company assets is a serious violation of company policy and may lead to disciplinary action, up to and including termination of employment and revocation of card privileges.

We expect your immediate cooperation in resolving this matter.

Sincerely,

[Signature]

[Executive Name]

[Executive Title]