

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Title]

**From:** [Management/Department Name]

**Subject:** Formal Warning Regarding Corporate Credit Card Usage

Dear [Employee Name],

This letter serves as a formal notification regarding recent findings concerning your use of the company-issued corporate credit card ending in [Last 4 Digits].

Upon a routine audit of monthly statements, the following discrepancies were identified:

- [Date]: [Description of Transaction] - [Amount]
- [Date]: [Description of Transaction] - [Amount]

These transactions appear to be in violation of the Corporate Credit Card Policy for the following reason(s):

- Personal/Non-business related expenses.
- Missing itemized receipts or supporting documentation.
- Unauthorized luxury or over-limit expenditures.

**Required Action:**

Effective immediately, you are required to provide a written explanation for these charges by [Deadline Date]. Furthermore, you must reimburse the company in the amount of \$[Total Amount] by [Date/Method].

Please be advised that adherence to the company's financial policies is a condition of your employment. Further instances of card abuse or failure to provide documentation may result in the revocation of your charging privileges and further disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your personnel file. Please sign below to acknowledge receipt of this notification.

Sincerely,

[Signature]

[Printed Name and Title]

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**Employee Acknowledgment:**

I have received a copy of this letter and understand the issues raised.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_