

Date: [Insert Date]

To: [Employee Name]

Department: [Insert Department]

Subject: Formal Notification Regarding Corporate Card Misuse

Dear [Employee Name],

This letter serves as a formal notification regarding recent transactions identified on your company-issued corporate credit card ending in [Last 4 Digits].

Upon a review of the statement dated [Date], the following discrepancies were noted:

- [Date of Transaction] - [Vendor Name] - [Amount] - [Reason: e.g., Personal Expense/No Receipt]
- [Date of Transaction] - [Vendor Name] - [Amount] - [Reason: e.g., Unauthorized Category]

These transactions are in violation of the Company Expense Policy, which states that corporate cards are to be used exclusively for authorized business-related expenses and must be supported by itemized receipts.

Required Actions:

- Provide a written explanation for these charges by [Date].
- Reimburse the company in the amount of [Total Amount] by [Date/Method].
- Ensure all future transactions strictly adhere to the Corporate Credit Card Agreement.

Please be advised that further instances of misuse may result in the revocation of your card privileges and/or disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this letter and return a copy to the Finance Department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the company policies regarding corporate card usage.

Signature: _____ Date: _____