

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Manager Name/HR Department]

**Subject: WRITTEN WARNING - Unauthorized Personal Use of Corporate Credit Card**

Dear [Employee Name],

This letter serves as a formal written warning regarding your use of the company credit card ending in [Last 4 Digits].

It has come to our attention that the following personal transaction(s) were charged to the corporate account:

- **Date:** [Date of Transaction]
- **Vendor:** [Merchant Name]
- **Amount:** [Currency/Amount]

This behavior is a direct violation of the company's Expense and Credit Card Policy, which explicitly states that corporate cards are to be used strictly for business-related purposes. Personal use of company funds is prohibited.

**Required Action:**

- You are required to reimburse the company the full amount of [Amount] by [Date].
- You must immediately cease all personal use of the corporate credit card.
- You must review and sign a copy of the Corporate Credit Card Policy.

Please be advised that further instances of policy violations or financial misconduct may result in further 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 that you have received and understood this warning.

Sincerely,

[Signature of Manager/HR]

[Printed Name]

**Employee Acknowledgment:**

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