

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: First Warning Regarding Unauthorized Corporate Credit Card Charges

Dear [Employee Name],

This letter serves as a formal warning regarding the recent use of your assigned corporate credit card. Upon reviewing the statement dated [Date], the following unauthorized transaction(s) were identified:

- [Date of Charge] - [Vendor Name] - [Amount]
- [Date of Charge] - [Vendor Name] - [Amount]

According to the Company Expense Policy, corporate credit cards are to be used exclusively for legitimate business-related expenses. The charges listed above appear to be personal or do not comply with our spending guidelines.

Required Actions:

1. Provide a written explanation for these charges by [Deadline Date].
2. Reimburse the company in the total amount of [Total Amount] by [Deadline Date].
3. Ensure all future transactions strictly adhere to the Company Expense Policy.

Please be advised that further instances of unauthorized spending or failure to follow company policy may result in the revocation of your corporate credit card privileges and additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your personnel file. Please sign below to acknowledge that you have received this letter and understand the policy requirements.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____