

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Department:** [Department Name]

**Subject: Official Reprimand Regarding Unauthorized Personal Expenses on Company Credit Card**

Dear [Employee Name],

This letter serves as a formal reprimand for your violation of company policy regarding the use of corporate credit cards. It has come to our attention that personal expenses were charged to your assigned company card on the following date(s): [Insert Dates].

The specific unauthorized transactions identified are:

- [Date] - [Vendor Name] - [Amount]
- [Date] - [Vendor Name] - [Amount]

According to the [Company Name] Financial Policy, corporate credit cards are provided strictly for business-related expenses. The use of this card for personal purchases is a direct violation of company regulations and constitutes a breach of professional conduct.

As a result of this violation, the following actions are being taken:

- You are required to reimburse the company the full amount of [Total Amount] by [Insert Date].
- Your corporate credit card privileges may be suspended or revoked.
- This letter will be placed in your permanent personnel file.

We expect immediate and sustained improvement in your adherence to company financial policies. 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.

Please sign below to acknowledge that you have received and understood this reprimand.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

I acknowledge that I have received this letter and understand the nature of the reprimand.

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