

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Position:** [Insert Job Title]

**Subject: Formal Warning for Misuse of Corporate Financial Resources**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct concerning the use of company financial resources. Following a review of your [expense reports / corporate credit card statements / department budget], it has been determined that you have violated company financial policies.

**Description of Violation:**

Specifically, on [Date], the following discrepancy was noted: [Provide brief details of the misuse, e.g., unauthorized personal purchase, lack of documentation, or exceeding budget limits without approval].

**Policy Reference:**

This conduct is in direct violation of the company's [Name of Policy, e.g., Corporate Expense Policy], which states that [briefly mention the rule violated].

**Required Corrective Action:**

Effective immediately, you are required to:

1. Cease all unauthorized spending.
2. Provide full documentation or reimbursement for the amount of [Amount] by [Date].
3. Undergo a mandatory review of the Company Financial Guidelines with the Finance Department.

**Consequences:**

Please be advised that this is a serious matter. Failure to comply with the corrective actions listed above or any further misuse of company funds will lead to additional 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 letter.

Sincerely,

[Manager Name]

[Manager Title]

**Employee Acknowledgment:**

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[Employee Signature]

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[Date]