

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: FINAL WRITTEN WARNING - Misuse of Company Credit Card

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your unauthorized personal use of the company credit card issued to you. This conduct is in direct violation of the company's [Insert Policy Name, e.g., Expense and Corporate Credit Card Policy].

Details of the Incident:

On [Date], it was identified that the following unauthorized transactions were made: [List transactions and amounts]. During our meeting on [Date of Meeting], you were given the opportunity to explain these charges. Your explanation that [Insert brief summary of employee's reason] has been considered but does not justify the personal use of company funds.

Required Corrective Action:

Effective immediately, you are required to:

- Cease all personal use of the company credit card.
- Reimburse the company for the total unauthorized amount of [Insert Amount] by [Insert Date].
- Submit all future receipts and expense reports within [Insert Number] days of any legitimate business purchase.

Consequences:

This is your final warning. Please be advised that any further violation of company policy, including further misuse of company financial resources or any other form of misconduct, will result in further disciplinary action, up to and including the immediate termination of your employment.

A copy of this letter will be placed in your permanent personnel file.

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

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

Employee Acknowledgment:

I acknowledge that I have received this Final Written Warning and understand the consequences of further policy violations.

[Employee Signature]

Date: _____