

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

From: [Manager Name/HR Representative]

Subject: Formal Disciplinary Action: Unauthorized Personal Use of Company Credit Card

Dear [Employee Name],

This letter serves as a formal [warning/notice of disciplinary action] regarding your use of the company credit card assigned to you. It has come to our attention that the following unauthorized personal charges were made to the account:

- **Date of Transaction:** [Insert Date]
- **Vendor:** [Insert Vendor Name]
- **Amount:** \$[Insert Amount]
- **Description:** [Insert Description]

These transactions are in direct violation of the company's Financial Expense Policy, which explicitly states that company credit cards are to be used strictly for authorized business purposes only. Personal use of company funds is considered a serious breach of conduct and trust.

Required Actions:

1. **Repayment:** You are required to reimburse the company in the full amount of \$[Total Amount] by [Insert Date].
2. **Card Suspension:** Your company credit card privileges are [suspended/revoked] effective immediately.
3. **Correction:** You must strictly adhere to all company policies moving forward.

Please be advised that further incidents of policy violations or financial misconduct may result in more severe disciplinary action, up to and including termination of employment. A copy of this letter will be placed in your permanent personnel file.

Please sign below to acknowledge that you have received this letter and understand its contents.

Employee Signature

Date

Sincerely,

[Manager Name]
[Title]