

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Notice of Violation of Corporate Credit Card Policy

Dear [Employee Name],

This letter serves as formal notification that a violation of the Company's Corporate Credit Card Policy has been identified regarding your assigned card ending in [Last 4 Digits].

The following discrepancy was noted during a recent audit of your account activity:

- **Transaction Date:** [Insert Date]
- **Merchant:** [Insert Merchant Name]
- **Amount:** [Insert Amount]
- **Nature of Violation:** [e.g., Personal expense / Missing receipt / Unauthorized vendor / Late reconciliation]

Per the Corporate Credit Card Agreement signed on [Date], employees are required to use the card exclusively for business-related expenses and must provide documentation for all charges within [Number] days.

Required Actions:

1. Provide a written explanation for this charge by [Insert Deadline Date].
2. [If applicable] Remit payment to the Finance Department in the amount of [Insert Amount] to reimburse the company for personal use.
3. Submit any outstanding receipts immediately via the expense reporting portal.

Please be advised that further violations may result in the immediate cancellation of your corporate credit card privileges and/or additional disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this notice and return it to the Human Resources department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this notice and understand the policy requirements moving forward.

Signature: _____ Date: _____