

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [ID Number]

**Department:** [Department Name]

**Subject: WARNING LETTER RE: UNAUTHORIZED USE OF COMPANY CREDIT CARD**

Dear [Employee Name],

This letter serves as a formal warning regarding your recent use of the company credit card ending in [Last 4 Digits].

Upon reviewing the most recent statement dated [Date], we have identified several transactions that appear to be for personal, non-business purposes. Specifically:

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

As outlined in the Company Expense Policy, the corporate credit card is issued strictly for authorized business expenses only. The use of this card for personal purchases is a direct violation of company policy and a breach of the trust placed in you as a cardholder.

**Required Actions:**

1. You are required to reimburse the company the total amount of [Total Amount] by [Date].
2. You must immediately cease using the company card for any non-business related expenses.
3. You are required to meet with [Manager Name/HR Representative] on [Date] to discuss this matter further.

Failure to comply with company financial policies in the future will result in further disciplinary action, which may include the immediate revocation of your credit card privileges and/or termination of employment.

Please sign below to acknowledge that you have received this letter and understand the seriousness of this violation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Employee Acknowledgment:**

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[Employee Signature]

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[Date]