

To: [Employee Name]

From: [Manager Name/HR Department]

Date: [Current Date]

Subject: Formal Written Reprimand: Misuse of Corporate Credit Card

Dear [Employee Name],

This letter serves as a formal written reprimand regarding your recent use of the company-issued corporate credit card. It has come to our attention that the following personal transaction(s) were charged to the account:

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

According to the [Company Name] Employee Handbook and the Corporate Credit Card Agreement signed on [Date of Agreement], corporate cards are strictly for business-related expenses. Personal use of the card is a violation of company policy.

As a result of this violation, you are required to take the following actions:

1. Immediate reimbursement of the total amount of \$[Amount] to the company.
2. Review the Corporate Expense Policy in its entirety.
3. [Optional: Participation in a mandatory financial compliance training].

Please be advised that further misuse of the corporate card or any other violations of company policy may result in additional disciplinary action, up to and including termination of employment. A copy of this reprimand will be placed in your permanent personnel file.

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

Employee Signature

Date

Supervisor/HR Signature