

Date: [Date]

To: [Employee Name]

From: [Manager/HR Name]

Subject: Formal Written Warning: Unauthorized Use of Company Credit Card

Dear [Employee Name],

This letter serves as a formal written warning regarding your recent use of the company credit card for personal expenses. Specifically, it has been noted that on [Date of Transaction], a charge was made at [Merchant Name] for the amount of [Amount] which was not related to business operations.

According to the company's Financial Policy, corporate credit cards are issued strictly for business-related expenses. Personal use of company funds is a violation of our code of conduct and expense reporting procedures.

As a result of this infraction, the following actions are required:

- Immediate reimbursement of the full amount of [Amount] to the finance department.
- Review of the Employee Handbook and Credit Card Policy.
- Immediate cessation of any personal charges on company accounts.

Please be advised that further instances of unauthorized credit card use or any other violation of company policy may lead to more severe disciplinary action, up to and including termination of employment and revocation of card privileges.

A copy of this warning will be placed in your permanent personnel file. Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Manager Signature]

[Manager Name/Title]

Employee Acknowledgment:

I acknowledge that I have received this written warning and understand the consequences of future violations.

[Employee Signature]

[Date]