

Date: [Insert Date]

To: [Employee Name]

Department: [Employee Department]

Employee ID: [Insert ID]

Subject: SECOND WARNING: Violation of Corporate Credit Card Policy

Dear [Employee Name],

This letter serves as a formal second warning regarding your continued failure to comply with the company's Corporate Credit Card Policy. This notice follows a previous warning issued on [Date of First Warning] concerning similar issues.

Specifically, the following violations have been identified:

- [Description of violation, e.g., Unreported personal charges]
- [Description of violation, e.g., Missing receipts for the period of Date to Date]
- [Description of violation, e.g., Failure to submit expense reports by the deadline]

As a reminder, the use of the corporate credit card is a privilege reserved for business-related expenses only. Compliance with documentation and reporting deadlines is mandatory to maintain fiscal accountability.

Required Actions:

You are required to [Action required, e.g., submit all outstanding receipts/reimburse the company] by [Deadline Date]. Additionally, you must meet with [Manager Name/HR] on [Meeting Date] to discuss your adherence to these policies moving forward.

Consequences:

Please be advised that this is a serious matter. Failure to rectify these issues immediately or any further violations of this policy may result in the revocation of your corporate card privileges and further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge receipt of this warning.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____