

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Formal Warning regarding Misuse of Corporate Credit Card

Dear [Employee Name],

This letter serves as a formal warning regarding your use of the company-issued corporate credit card. Following a recent audit of your expense reports dated [Insert Date Range], it has been identified that the card was used for unauthorized personal expenses.

Specifically, the following transactions were identified as non-business related:

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

This behavior is a direct violation of the [Company Name] Expense Policy and the Corporate Credit Card Agreement you signed on [Date of Agreement]. These policies explicitly state that corporate cards are to be used strictly for legitimate business purposes.

Required Actions:

- You are required to reimburse the company the total amount of [Total Amount] by [Deadline Date].
- You must immediately cease all personal use of the corporate card.
- You are required to re-read the Corporate Expense Policy and provide a signed acknowledgment form to HR by [Date].

Please be advised that further instances of policy violations or financial misconduct may lead to additional disciplinary action, up to and including termination of employment and revocation of your corporate credit card privileges.

A copy of this warning will be placed in your permanent personnel file. If you wish to provide a written response to this warning, please submit it to the Human Resources department within [Number] business days.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____