I have been notified by the assistant manager that there have been regular discrepancies in cash. This has raised red flags for me and the department. As you are the one who has overseen the cash for a year, it is your responsibility to manage it efficiently. If you see any irregular activities happening, it is your duty to report them straight away. Cash is always one of the most sensitive assets of a company and needs to be managed with utmost diligence.

Please be advised that this is an official warning to you to manage the cash in the best interest of the company and avoid any negligence.

With thanks.

Mr. Morris on Saturday showed me the cash report which showed discrepancies. The report was analyzed, and the mistakes are not just human error. Some serious cash fluctuations have made us recheck all the receipts and invoices from [DATE] to [DATE]. It requires extra resources which the company cannot afford at this time of the year.

You are hereby advised and warned to take care of cash mishandling. You must be careful, and no cash discrepancies will be tolerated in the future.

Sincerely,