Date:

To [employee name]

Subject: Warning letter for financial discrepancy

It has come to our knowledge that you have been part of a financial misconduct. On [enter date] you were asked by [enter another employee name] to make a financial record of some undocumented expenses. You displayed gross negligence when you recorded those transactions without any proof of receipts. It was later discovered that this was a fraudulent activity on part of [enter same employee name as above] to use company accounts for non-business payments. This is a serious offense that is not tolerated at our organization.

Mr/Ms is already being investigated for his/her conduct and a disciplinary committee will soon sit down to take a decision on this case. This letter is a warning against negligence in the future. You as a financial expert must understand the importance of receipts before you make any adjustments to the company’s financial records.

You may be called in for an explanation by the disciplinary committee in the coming week. You are expected to cooperate with the committee.

Sincerely,

Human Resources Department