Date: ------------------

To

[The Recipient Name]  
[Designation]  
[Company Name]

Dear (name of the employee),

It has been brought into my notice that there are some discrepancies in cash that were transferred to your account for use when needed while performing work-related tasks. Such discrepancies are virulent for any type of business. I and the entire department have reservations on the type of cash mishandling that has been seen at your side.

 It has also been seen that discrepancies in cash are due to inappropriate use of funds on your part. When you are entrusted with the responsibility to handle the cash of the company for work-related affairs, it is your responsibility to make use of those funds effectively. Furthermore, it is also your responsibility to let the management of the company know that you are not able to handle the cash in the way you are supposed to handle.

It is being asserted that funds of the company are the most precious assets that need to be used with utter diligence. Therefore, inappropriate use of funds in any way will not be acceptable for the company if it is seen ever again.

This letter should be considered as an official warning from the company to you for not using the funds of the company appropriately. You will face serious consequences if you don’t correct yourself concerning the use of funds in days to come.

Sincerely,

Your name  
Company name  
Position in the company