

Formal Warning Against Fraudulent Practices

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter serves as a formal warning regarding your involvement in fraudulent practices that were brought to our attention on [Insert Date]. Our investigation revealed that your actions included [briefly describe the fraudulent acts].

We take such matters seriously and have a zero-tolerance policy for fraudulent behavior. As a result, you are hereby warned that any future occurrences may lead to disciplinary actions, including termination of your employment.

Please acknowledge receipt of this letter and respond to this warning by [Insert Response Deadline]. Failure to do so will result in further action.

We encourage you to reflect on your actions and their consequences.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]