

Letter to Reprimand an Employee for Excessive Account Usage

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [recipient's name],

As you already know, you have been allocated at the [enter branch] of our company as [enter title] and have been entitled to use the company's account in order to withdraw money for payments or to deposit the money of paid projects that have been earned in cash. This shows that you have been trusted quite very much by the company.

This letter is to inform you that I have received the monthly report from the bank. This report shows the detailed activities, withdrawals and deposits made to the company's account. To my surprise, there were more than expected withdrawals made in the last month. I hope you know the limits of the company's account usage. If an exceptional use of account was made, you were expected to inform us about that.

In response to this letter, I would like you to meet me at the main office on [enter date] at [enter time]. Before the meeting, I also want you to reply to this letter and explain the said issue briefly. Thank you!

Sincerely,

[Your Name]

[Senders Title] -Optional-