Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: Warning Letter for Misuse of Company Equipment

Dear [Employee Name],

This letter serves as a formal warning regarding your misuse of company equipment. It has come to our attention that on [Date], you were found using [Specific Equipment, e.g., Laptop, Vehicle, Machinery] for unauthorized purposes.

Specifically, the following violation occurred:
[Insert detailed description of the incident/misuse]

This behavior is a violation of the company's [Name of Policy, e.g., Acceptable Use Policy], which states that all company property must be used strictly for professional tasks and in a safe, responsible manner.

Please be advised that the company expects immediate improvement in your professional conduct. Any further instances of misuse or failure to follow company equipment protocols may result in further disciplinary action, up to and including termination of employment.

We request that you acknowledge receipt of this letter by signing below. A copy of this warning will be placed in your permanent personnel file.

Sincerely,

[Signature]

[Printed Name]
[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the consequences of future violations.

_____
[Employee Signature]

Date: _____