

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**From:** [Manager Name/HR Representative]

**Subject:** First Written Warning for Misuse of Company Equipment

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct concerning the use of company equipment. On [Date of Incident], it was observed that you were using [Specific Equipment, e.g., laptop, vehicle, printer] for [State the misuse, e.g., personal business, unauthorized software installation, reckless handling].

This behavior is a violation of the company's [Name of Policy, e.g., Acceptable Use Policy / Employee Handbook], which states that company equipment is provided strictly for business purposes and must be handled with care.

As a result of this incident, you are expected to:

- Cease all unauthorized use of company equipment immediately.
- Adhere to all company technology and equipment policies.
- Ensure that all assigned assets are used only for tasks related to your job description.

Please be advised that further instances of equipment misuse or any other violations of company policy may lead to additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your permanent personnel file. If you have any questions regarding this letter or the company policies, please contact me immediately.

Sincerely,

[Signature]

[Manager Name]

[Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this warning and have discussed its contents with my supervisor.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_