

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Department: [Department Name]

Subject: Official Letter of First Warning Regarding Equipment Misuse

Dear [Employee Name],

This letter serves as a formal first warning regarding your misuse of company equipment. It has been brought to our attention that on [Date], the following equipment was used improperly: [Name of Equipment/Tool].

Details of the Incident:

[Describe the specific incident, including how the equipment was misused and any damage or safety risks caused].

This behavior is a violation of company policy regarding the care and professional use of [Company Name] property. It is essential that all equipment is handled according to safety guidelines and intended operational purposes to ensure a safe and efficient workplace.

Required Corrective Action:

Effective immediately, you are required to:

1. Adhere strictly to all equipment operating manuals and safety protocols.
2. [Optional: Attend a retraining session on equipment handling on Date].
3. Ensure that equipment is only used for authorized business purposes.

Please be advised that further instances of equipment misuse or failure to comply with company property policies 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 matter, please contact your supervisor or the Human Resources department.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____