

Date: [Insert Date]

To: [Employee Name]

Job Title: [Employee Job Title]

Department: [Department Name]

Subject: Initial Disciplinary Warning - Violation of Company Property Policy

Dear [Employee Name],

This letter serves as a formal initial warning regarding your violation of the company's policy concerning the use and care of company property.

On [Date of Incident], the following incident occurred: [Insert brief description of the violation, e.g., damage to equipment, unauthorized personal use, or failure to return property].

This behavior is in direct violation of the [Company Name] Employee Handbook, specifically Section [Section Number/Name], which states: "[Insert brief quote or summary of the policy]."

Maintaining company property is essential for our operational efficiency and safety. You are expected to adhere to the following corrective actions immediately:

- [Action item 1, e.g., Return the item by Date]
- [Action item 2, e.g., Complete retraining on equipment handling]
- [Action item 3, e.g., Adhere to all property guidelines moving forward]

Please be advised that further violations of company policy may result in additional disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file. If you have any questions regarding this warning, please contact [Name/Department] by [Date].

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the contents. My signature does not necessarily indicate agreement with the statements above.

Employee Signature: _____ Date: _____