

[Company Name]

[Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: First Written Warning - Unauthorized Use of Corporate Assets

Dear [Employee Name],

This letter serves as a formal written warning regarding your unauthorized use of company property. It has come to our attention that on [Date], you used [Description of Asset, e.g., company vehicle, laptop, specialized software] for [Purpose/Nature of Misuse] without prior authorization from management.

This conduct is a violation of the company's [Name of Policy, e.g., Employee Handbook / Asset Management Policy], which states that corporate assets are to be used exclusively for business purposes and must not be removed or utilized for personal gain or external projects without written consent.

The following improvements are required immediately:

- Cease all personal or unauthorized use of corporate equipment and software.
- Review the company policy regarding asset management.
- Ensure all future use of specialized equipment is logged and approved by your supervisor.

Please be advised that further instances of unauthorized use of company property 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. Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____