

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Job Title]

Subject: First Written Warning - Equipment Misappropriation

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct concerning the use and handling of company property. Specifically, it has come to our attention that the following equipment was used or removed without proper authorization:

Equipment Details: [Description of Equipment and Asset Number]

Date of Incident: [Insert Date]

Incident Description: [Briefly describe the unauthorized use or removal]

This behavior is a violation of the company's [Reference Specific Policy Name, e.g., Employee Code of Conduct or Equipment Usage Policy]. Company equipment is provided solely for professional use and must remain on company premises unless explicit written permission is granted by management.

Required Actions:

1. Immediately return any equipment currently in your possession.
2. Adhere strictly to all equipment check-out and usage protocols moving forward.
3. Refrain from using company assets for personal gain or non-business purposes.

Please be advised that further instances of equipment misappropriation or any other violations of company policy will result in 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 the Human Resources department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and have had the opportunity to discuss it with my supervisor.

Employee Signature

Date