

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Department]

Subject: First Notice Warning - Misuse of Office Hardware

Dear [Employee Name],

This letter serves as a formal warning regarding your recent use of company-owned hardware. It has come to our attention that the following equipment has been used in a manner that violates company policy:

Hardware Involved: [e.g., Laptop, Printer, Mobile Device]

Date of Incident: [Insert Date]

Description of Misuse: [Briefly describe the violation, e.g., unauthorized personal use, negligence resulting in damage, or removal from premises without permission].

Please be reminded that all office hardware is provided for business purposes only and must be handled according to the [Company Name] Employee Handbook. Failure to follow these guidelines can lead to equipment failure, security risks, or financial loss for the company.

We expect immediate improvement in how you handle company property. Please acknowledge that you understand the equipment usage policy and that further instances of misuse may result in additional disciplinary action, up to and including termination of employment.

A copy of this warning will be placed in your personnel file.

Sincerely,

[Signature]

[Printed Name]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the expectations regarding the use of office hardware.

Signature: _____ Date: _____