

**To:** [Employee Name]

**From:** [Manager Name/HR Department]

**Date:** [Date]

**Subject:** First Written Reprimand: Negligent Use of Company Property

Dear [Employee Name],

This letter serves as a formal written reprimand regarding your negligent use of company property. On [Date], the following incident occurred: [Insert detailed description of the incident and the specific equipment or property involved].

Upon review, it has been determined that the damage/misuse resulted from a failure to follow established safety protocols and equipment handling procedures. Specifically, you failed to [Insert specific policy violated or standard not met].

The proper care of company assets is essential for operational efficiency and safety. Your actions have resulted in [Insert consequence, e.g., repair costs, downtime, or safety risks].

Effective immediately, you are required to take the following corrective actions:

- Review the company policy regarding [Name of Policy].
- Attend a mandatory equipment retraining session on [Date/Time].
- Exercise greater care and diligence when operating company property in the future.

Please be advised that further instances of negligence or failure to adhere to company property standards 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. Please sign below to acknowledge that you have received and understood this reprimand.

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_