

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: First Written Warning - Unapproved Operation of Company Vehicle

Dear [Employee Name],

This letter serves as a formal written warning regarding your unauthorized use of a company vehicle. It has been reported that on [Date of Incident], you operated the following vehicle without prior authorization or valid business justification:

- **Vehicle Make/Model:** [Insert Vehicle Details]
- **License Plate:** [Insert Plate Number]

This action is a direct violation of the company's Fleet Safety and Vehicle Use Policy, which states that vehicles may only be operated by authorized personnel for approved business purposes.

The following issues were identified:

- Operation of a vehicle without a scheduled dispatch or manager approval.
- [Optional: Use of vehicle for personal errands/outside of working hours].

You are required to strictly adhere to all company vehicle policies moving forward. Immediate improvement is expected. Please be advised that any further instances of unauthorized vehicle use or other policy violations may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this warning and understand the consequences of future violations.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

Signature: _____ Date: _____