

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: First Written Warning - Misuse of Company Equipment

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct concerning the use of company equipment. This warning is issued following our meeting on [Date of Meeting] where we discussed the following incident(s):

Details of Misuse:

[Provide a clear description of the incident, including dates, the specific equipment involved, and how the company policy was violated.]

Policy Reference:

Your actions are in violation of the [Company Name] Employee Handbook, specifically Section [Section Number/Name] regarding the "Acceptable Use of Company Assets and Equipment."

Required Improvements:

Effective immediately, you are required to adhere to the following expectations:

- Use company equipment solely for authorized business purposes.
- Follow all safety and operational guidelines provided during training.
- [Insert any specific corrective action, e.g., re-attending a training session].

Consequences:

Please be advised that this is a formal warning. Failure to improve your conduct or further instances of equipment misuse 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. If you wish to submit a written response to this warning, please do so within [Number] business days.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

Employee Acknowledgment:

I acknowledge that I have received this written warning and have had the opportunity to discuss it with my supervisor/HR representative. My signature does not necessarily indicate agreement with the contents.

Employee Signature

Date