

**Date:** [Insert Date]

**To:** [Employee Name]

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

**Subject:** Formal Reprimand: Misuse of Company Hardware

Dear [Employee Name],

This letter serves as a formal reprimand regarding your use of company-owned hardware, specifically [Identify Device, e.g., Laptop, Tablet, Server].

It has been brought to our attention that on [Date/Time], you engaged in the following prohibited activity:

[Insert description of misuse, e.g., installation of unauthorized software, personal use violating policy, or physical neglect of device].

This conduct is a direct violation of the [Company Name] Acceptable Use Policy, which states that all company hardware must be used solely for business purposes and maintained in accordance with company guidelines.

Please be advised that immediate corrective action is required. You are expected to:

- Cease all unauthorized use of company hardware immediately.
- [Insert specific corrective action, e.g., remove unauthorized software/return device for inspection].
- Review the attached Acceptable Use Policy.

Failure to comply with company policies in the future may result in further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Signature]

[Printed Name]

[Job Title]

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**Employee Acknowledgment:**

I acknowledge that I have received a copy of this reprimand and understand the contents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_