

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager Name]

**Subject:** Documented Verbal Warning for Misuse of Company Property

Dear [Employee Name],

This letter serves as formal documentation of the verbal warning issued to you on [Date of Meeting] regarding the misuse of company property. During our discussion, we addressed the following incident(s):

[Insert description of the misuse, e.g., personal use of company vehicle, unauthorized software installation, or damage to equipment due to negligence].

This behavior is a violation of company policy [Optional: Insert Policy Name/Number]. As discussed, company property and assets are provided strictly for business purposes and must be handled with appropriate care and authorization.

Effective immediately, you are expected to adhere to the following corrective actions:

- Discontinue the unauthorized use of [Specific Property/Equipment].
- Review the Employee Handbook section regarding Company Property.
- [Insert any other specific requirement or training].

Please be advised that further instances of property misuse or failure to comply with company policies may lead to additional disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this documented verbal warning and understand the expectations set forth.

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Employee Signature

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Date