

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: First Written Warning for Misuse of Company Property

Dear [Employee Name],

This letter serves as a formal written warning regarding your conduct concerning the use of company property. It has been observed that on [Date], you engaged in the following behavior: [Insert specific description of the misuse, e.g., using company vehicles for personal errands, unauthorized use of equipment, or installation of personal software].

This behavior is a violation of the company policy regarding [Name of Policy, e.g., Information Technology Policy / Asset Management Policy], which states that: [Insert brief quote or summary of the policy].

The misuse of company assets is a serious matter as it impacts [Insert impact, e.g., company costs, security, or operational efficiency]. We expect all employees to treat company property with care and use it strictly for business purposes.

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

- Cease all unauthorized use of [Specific Property].
- Re-read and acknowledge the company Employee Handbook section regarding property use.
- [Insert any other specific requirement].

Please be advised that further instances of misuse or any other violations of company policy 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.

Sincerely,

[Manager Name]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and have discussed it with my manager. My signature does not necessarily indicate agreement with the contents, but confirms receipt of the document.

Employee Signature

Date