

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department]

**Subject: Second Written Warning - Misuse of Company Property**

Dear [Employee Name],

This letter serves as a formal second written warning regarding your continued misuse of company property. On [Date of First Warning], you were issued a first warning regarding [briefly describe previous incident].

It has come to our attention that on [Date of New Incident], you again engaged in the unauthorized or improper use of [describe specific property, e.g., company vehicle, laptop, equipment] by [describe the specific misuse]. This behavior is a direct violation of the company's [Name of Policy, e.g., Acceptable Use Policy].

The following improvements are required immediately:

- Strict adherence to all company property and equipment policies.
- Use of [specific property] solely for authorized business purposes.
- [Insert any other specific corrective action].

Please be advised that your performance and conduct will be closely monitored. Failure to rectify this behavior or any further instances of 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.

Sincerely,

[Manager Name]

[Manager Title]

**Employee Acknowledgment:**

I acknowledge that I have received this warning and understand the consequences of further violations.

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[Employee Signature]

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