Date: [Insert Date]

To: [Employee Name]
Position: [Employee Job Title]
Employee ID: [Insert ID Number]

Subject: Final Written Warning for Misuse of Company Assets

Dear [Employee Name],

This letter serves as a formal Final Written Warning regarding your conduct concerning the use of company property. On [Date], a meeting was held to discuss the following incident(s):

[Insert detailed description of the misuse, e.g., unauthorized personal use of company vehicle, misuse of company credit card, or unauthorized software installation].

This behavior is a direct violation of company policy [Insert Policy Name/Number]. Previous discussions or warnings regarding your conduct were held on [Insert Dates of Previous Warnings, if any].

Please be advised that this is your final warning. We expect you to adhere to the following corrective actions immediately:

- Strictly follow all company asset management policies.
- Use company property exclusively for authorized business purposes.
- [Insert any other specific requirement].

Your performance and conduct will be closely monitored. Failure to show immediate and sustained improvement, or any further violation of company policies, will result in further disciplinary action, up to and including the termination of your employment.

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

Sincerely,

[Manager Name]
[Manager Title]

Acknowledgment of Receipt:

I acknowledge that I have received this letter and understand the implications of this final warning.

Employee Signature: _____ Date: _____