

**Date:** [Date]

**To:** [Employee Name]

**From:** [Manager Name]

**Subject:** Confirmation of Verbal Warning - Unauthorized Use of Company Equipment

Dear [Employee Name],

This letter serves as formal documentation of the verbal warning issued to you on [Date of Meeting] regarding the unauthorized use of company equipment.

Specifically, it was observed that you used [Description of Equipment] for personal purposes on [Date of Incident]. This action is a violation of company policy regarding the appropriate use of corporate assets and resources.

During our discussion, we reviewed the following expectations:

- Company equipment is to be used strictly for business-related tasks.
- Personal use of company property is prohibited without prior written authorization from management.
- You must adhere to all guidelines outlined in the Employee Handbook regarding asset management.

Please be advised that this is a formal warning. Future instances of unauthorized equipment use or any further violations of company policy may lead to more severe disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Title]

**Employee Acknowledgment:**

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

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