

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager Name/HR Representative]

Subject: SECOND FORMAL WRITTEN WARNING

Dear [Employee Name],

This letter serves as a second formal written warning regarding your continued misuse of company property. This matter was previously addressed with you on [Date of First Warning/Meeting], but recent observations indicate that the behavior has persisted.

Details of the Incident(s):

[Insert specific description of the misuse, including dates, times, and the specific property involved, e.g., unauthorized personal use of vehicles, misuse of IT equipment, or damage to tools].

Policy Violation:

Your actions are in direct violation of the company policy regarding [Name of Policy, e.g., Acceptable Use of Assets/Company Property Policy], which states: "[Insert brief quote or summary of the policy]."

Expectations and Required Improvements:

Effective immediately, you are required to:

- Cease all unauthorized use of company property.
- Adhere strictly to all company asset management protocols.
- [Insert any other specific corrective actions].

Consequences:

Please be advised that this is your second formal warning. Failure to show immediate and sustained improvement, or any further instances of misuse of company property, will lead to further disciplinary action, up to and including termination of your employment.

A copy of this warning will be placed in your permanent personnel file. Please sign below to acknowledge that you have received and understood this letter.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

Employee Acknowledgment:

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

[Employee Signature]

[Date]