

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Department:** [Insert Department]

**Subject: FINAL WRITTEN WARNING - Misuse of Company Equipment**

Dear [Employee Name],

This letter serves as a formal final warning regarding your unauthorized and improper use of company equipment. On [Insert Date], it was brought to our attention that you engaged in the following behavior: [Insert specific details of the misuse, e.g., personal use of vehicles, unauthorized software installation, or damage to hardware].

This conduct is a direct violation of the Company Policy regarding [Insert Policy Name/Section]. We have previously discussed this issue with you on [Insert Date of previous warning], yet your behavior has not met the required standards of professional conduct.

Please be advised that this is your final warning. You are required to strictly adhere to all company equipment policies effective immediately. We expect to see an immediate and sustained improvement in your performance and adherence to company rules.

Failure to comply with this warning or any further instances of equipment misuse will result in further disciplinary action, up to and including the immediate termination of your employment.

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

Please sign below to acknowledge that you have received and understood this warning.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Signature**

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**Date**