

Date: [Insert Date]

To: [Recipient Name/Employee Name]

Vehicle Make/Model: [Insert Vehicle Details]

License Plate: [Insert Plate Number]

Subject: First Warning Letter for Parking Policy Violation

Dear [Recipient Name],

This letter serves as a formal warning regarding a violation of the company/property parking policy that occurred on [Date] at [Time].

It has been noted that your vehicle was parked in violation of the following regulation(s):

- ☐ Parking in a reserved or numbered spot not assigned to you
- ☐ Parking in a designated "No Parking" or fire zone
- ☐ Blocking entrances, exits, or trash bins
- ☐ Parking across multiple stalls
- ☐ Failure to display a valid parking permit
- ☐ Other: [Insert Description]

Adherence to parking policies is necessary to ensure safety and accessibility for all employees, residents, and visitors. We request that you move your vehicle to an authorized area immediately and comply with all parking rules moving forward.

Please be advised that further violations may result in additional disciplinary action, including but not limited to fines, the towing of your vehicle at your own expense, or loss of parking privileges.

If you believe this warning was issued in error, or if you have questions regarding the parking policy, please contact [Department/Name] at [Phone Number/Email] within [Number] days.

Sincerely,

[Your Name]

[Your Title]

[Company/Property Name]