

Disciplinary Letter for Misuse of Company Property

Subject: Misuse of Company Property

Dear [Employee Name],

It has come to our attention that you have misused company property, specifically [Describe Item/Action], on [Date].

Such actions violate company policy and may lead to serious consequences if repeated. You are required to provide a written explanation and adhere strictly to company guidelines moving forward.

Sincerely,

[HR Manager Name]

[Company Name]

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