

Formal Reprimand for Resource Misuse

Subject: Official Reprimand for Misuse of Company Property

Dear [Employee's Name],

Following an internal review, it was found that you used company resources for personal purposes without authorization. Specifically, [describe nature of misuse, e.g., using company vehicle, funds, or IT systems]. Such behavior is a violation of company policy and ethical standards.

Misuse of company property is a serious offense and undermines trust within the organization. This letter serves as a formal reprimand and will be included in your personnel file.

You are instructed to refrain from any further unauthorized use of company assets. Future occurrences will result in suspension or termination.

Sincerely,

[Manager's Name]

[Department Name]

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