

Addressing misconduct regarding company assets

Subject: Warning " Misuse of Company Property

Dear [Employee Name],

It has come to our attention that you have misused company property on [Date(s)], specifically [describe incident]. Such actions are a violation of company policies and are taken seriously.

This letter serves as a formal warning. Any recurrence may lead to further disciplinary action, including suspension or termination.

Please acknowledge receipt of this letter and ensure full compliance with company rules moving forward.

Sincerely,

[Your Name]

[Position]

[Company Name]

[Contact Information]

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