

[Company Name]

[Company Address]

[City, State ZIP Code]

[Phone Number]

[Date]

[Employee Name]

[Employee Position/Title]

[Department]

Subject: Formal Warning Letter for Misuse of Company Property

Dear [Employee Name],

This letter serves as a formal warning regarding your recent misconduct involving the misuse of company property. It has come to our attention that on [specific date(s)] you [describe the specific action(s) or incident(s) that constitute the misuse, e.g., used company computers and equipment for unauthorized personal purposes]. Such actions are in direct violation of [refer to the specific company policy, handbook section, or relevant rules].

The improper use of company assets not only compromises organizational resources but also undermines trust, disrupts productivity, and may place the company at legal or financial risk. As an employee, it is your responsibility to ensure that all company property and resources are used solely for legitimate business purposes as detailed in our organizational policies.

Please be reminded of the following expectations:

- Company equipment and resources, including but not limited to [list relevant property, e.g., computers, phones, vehicles, etc.], are to be used only for work-related activities.
- Unauthorized personal use or removal of company property from the premises is strictly prohibited.
- Any uncertainties regarding the appropriate use of assets should be clarified with your supervisor or the Human Resources Department in advance.

Failure to comply with company policies concerning the use of property may result in further disciplinary action, up to and including suspension or termination of employment.

We trust that you understand the seriousness of this matter and expect your immediate and sustained corrective behavior. Please acknowledge receipt of this warning by replying in writing and feel free to reach out to [supervisor's name] or Human Resources should you require clarification or further guidance regarding our policies on proper use of company resources.

Our organization is committed to upholding a professional and respectful work environment, and your cooperation is essential in maintaining these standards.

Sincerely,

[Manager/Supervisor Name]

[Manager/Supervisor Title]

[Department]

This letter will be placed in your personnel file as part of your official employment record.