[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name] -optional

**Subject:** Admonition for misusing office equipment

Dear Mr. /Miss [NAME HERE],

We really value your work and time that you are spending with us as an employee. Excessive use of office telephone for personal phone calls is not acceptable. Many important business phone calls get missed due to it.

 I am, being the manager of the company, issuing a warning letter to you for misusing the office equipment. I hope that the matter will be resolved immediately.

Sincerely,

[NAME HERE]

Manager