[COMPANY NAME]

[Street Address] [City, ST ZIP Code]

[Date]

**Subject:** Admonition for Stealing

Mr. MS [NAME HERE]

The letter is being written to let you know that you have been found committing theft from the office. This letter should be served as a warning letter for this unethical and immoral act of stealing that clearly indicates your unprofessional approach towards the job.

I, being the supervisor of your department would like to warn you personally on this matter. You are expected to show good behavior and professionalism towards your co-workers.

I hereby would like to inform that if you are found stealing anything from the company, the company will dismiss you without prior notice.

Moreover, you are ordered to provide a written explanation of this shameful act of yours.

Manager

[NAME HERE]