Date:

Name of the employee  
Address of the address of the employee

Subject: Warning for an infraction

Dear Mr. Johansson,

It has been brought to my notice that you have been seen using the vehicle of the company without the permission of the relevant authorities. The vehicle was given to you for use till 10th April 20XX. I have got a report according to which you have used the vehicle on 15th April also when you were not allowed to use it.

It is quite evident that you are aware of the policy of the company regarding the use of Vehicles. When you were hired, it was explained to you clearly that the use of company-owned vehicles is not allowed unless you get formal permission.

You are requested to visit our office and meet me in person to explain your actions. Please consider this letter as a warning letter from the company. This letter will be placed in your file and it will remain there for 6 months at least.

If you repeat this act, we will have to take strict disciplinary actions against you.

I am sure that you will not take this letter lightly and will try not to repeat this kind of infraction. The company will not put up with you if you are ever seen violating the rules and regulations of the company.

Regards,

Name of the sender

Signatures