[Your Name]

[Company Name]

[email]

[Date]

[Recipient Name]

[Company Name]

[Title]

Dear [Recipient Name]:

This letter has been documented to bring a serious matter into your knowledge. The organization has clearly described all its policies in the beginning and wants all its employees to be mindful of them. But it seems that you need some extra notice to be issued solely for you. Last Tuesday Mr. John reported you used company's vehicle for your personal use without even informing the concerned department.

You should know using company's vehicle for personal purposes is not allowed for anyone in any situation. And violating this policy results in strict action against that employee. You are now required to sign this letter of reprimand which will be attached to your personal record. We hope that you will correct your shortcomings in future and try to strictly follow our organization policies. Otherwise, we will take some legal action against you.

Sincerely,

[Your Name]

[Title]