Date

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

This letter is to warn you against any future stealing of the company property.

Your colleagues have reported your stealing habits. Since last few months, numerous calculators, stationery, company mugs, etc. have been constantly stolen from your department. Upon investigation, you have been proven guilty.

This type of behavior is unacceptable in our organization. You are expected to change this stealing habit and pay a fine of $200/- to the company till 20th September 2019. If this stealing would not stop and/or the fine would not be paid, you will be terminated.

We hope to see a change in you. For any questions, you can contact us at [Contact].

Regards,

Name Here

Your Title