Mr. James  
CEO,  
Mega mind international.

Mr. George  
Manger,  
Mega mind International.

Dated: 22nd July, 20XX

Subject: Warning letter for the destruction of [X] property

Dear George,

You had taken the companies car and had met an accident the second time. Upon intriguing further into the matter, we came to know that it was due to over speeding as it was the case earlier. We had warned you verbally of that, but it seems that you had not taken it seriously. George, we have always helped our employees in every possible manner, and you know that. You had used the company’s car for your personal needs twice and both the times you had caused serious damage to the car. George, this will not be tolerated any further.

You have been a diligent employee of the company. Your hard work is clearly visible through your work. We certainly do not wish to lose you. As a responsible employee, we do not expect such behavior from you.

Through this letter, we intend to warn you to be careful the next time you use the company’s car. If the same happens again, it will not be tolerated at any cost. We hope that things will move in a positive manner.

Yours Sincerely,

Mr. James  
CEO,  
Mega Mind International.