To

[The Recipient Name]

**Subject: Warning for misusing company car on [X]**

Dear Johnson,

This warning letter is being issued to you on account of misusing the company vehicle. Your manager has reported to us that you have been caught red-handedly while using the company vehicle for your personal usage. Remember, a company vehicle is meant to be used for official purposes only.

The company has bestowed you with this facility to save time that is spent on traveling by public transport. If you use it for your private affairs, there will be more fuel consumption and the company will have to face heavy losses.

My dear, management has formed a vehicle usage policy that is meant to be followed by all the employees. Employees like you do not take it seriously and use the facility of vehicle for their personal trips. Due to this unethical act, it becomes highly vulnerable to excessive wearing and tearing, and drainage of the fuel tank often becomes quicker. Apart from it, the chances of risk also increase several times.

In past, many employees were found abusing the company vehicle and disguising the management. They were either fired or suspended. Since your joining, we haven't received even a single complaint against you, and this is the point that is saving you. Considering it was your first mistake, you are only being served with this warning letter.

At the same time, you are advised to refrain from unethical acts in the future. We want to inform you that any further complaints of similar nature will be dealt with in a strict manner. In that case, be ready to face the consequences.

You should set an example for your juniors by means of your acts. I hope you will bring a positive change in your behavior.

We are waiting for a positive response from your side.

[Your Name]  
[Address]