

Ref:

Date:

To

(Name of the Employee)

(Designation)

(Department)

(Employee Code)

Sub.: Theft of Office Utilities - Violation of Code of Conduct

Dear Mr. / Ms. (First Name of the Employee),

It has come to our attention through cctv footage that caught you stealing some office utilities items from our branch office on (date). Though the items are of low value, we do not appreciate such action from your side. It is not only a shameful act but also very professionally unethical.

You are advised to not to repeat such incidents in the future. Management will be forced to take necessary disciplinary action, if you continue to show such unacceptable acts, which may ultimately result in the termination of your employment.

This letter will be placed on your personnel employment file. Please acknowledge receipt of this letter by signing one copy of this letter as enclosed herewith.

Sincerely,

(signature)

(Name of the Officer)

(Designation, Department)

Sample Warning Letter For Employee Theft

F Rizvi



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