

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

B Lingard



Sample Warning Letter For Employee Theft:

Sample Warning Letter For Employee Theft Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the power of words has be more evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Sample Warning Letter For Employee Theft**, a literary masterpiece that delves deep to the significance of words and their effect on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

https://crm.avenza.com/book/virtual-library/HomePages/scenic_k4m_manual.pdf

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