Date:

To

[The Recipient Name]  
[Address]

Dear Mr. (name)

I (name), (designation) from the HR Department am writing this letter to warn you that you’ve been found guilty of stealing money from the cash register of the departmental store. This is highly unethical and dishonorable behavior, and it will not be tolerated. If you repeat this offense, you will be terminated without further notice and without any severance pay as per the employment contract.

This warning letter has been issued after a thorough investigation into the charges leveled against you. The HR department has obtained CCTV footage of you stealing the money from the departmental store's cash register after the closing time. We have decided to let you go with a warning only because it is a one-time offense, and you have an excellent record of honest work spanning over (number) years. We value the loyalty you have shown over the years, but this type of behavior will not be tolerated again.

We hope that you will take this second chance seriously and would not repeat this offense.

Looking forward to a positive change.

Yours sincerely,

Name

Designation

[name]

Department name