Date:

To

[The Recipient Name]  
[Address]

Dear Mr. [name]

**Subject: Warning letter for misuse of a company vehicle on [XYZ]**

We offer our employees different benefits in reward for good performance. You were given a commuting facility and an official vehicle for traveling on official commitments. These perks are given in good faith with the assumption that they would be used responsibly and carefully.

However, we have been informed by the finance department that you have been using the vehicle very irresponsibly and you cross your monthly ceiling on fuel consumption and then send claims for more fuel.

Also, this vehicle is for official use strictly however there have been complaints that you have been using it for personal use which is highly unethical and inappropriate. As you are well aware that all company vehicles are installed with dashboard cameras which allow us to monitor and track the movement of the vehicle. The installation of these cameras and tracking software was communicated to you in written form still such recklessness is very disappointing.

This letter is to warn you against the ill use of the company vehicle as this is a perk that comes with the post and when you are promoted or leave this post, it would be passed on to the next employee. Be reasonable in its use and pay for the fuel bills (above the ceiling) yourself as they would not be footed by the company.

We hope that you realize the gravity of the matter and try to change for the better and that we do not have to take disciplinary action against you. In extreme cases, this may result in withdrawing this privilege as per the contract.

Looking forward to your consideration and understanding.

Yours Sincerely.

Name  
Designation  
Department name