

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: FINAL WARNING - EXPIRED VEHICLE REGISTRATION

Dear [Employee Name],

This letter serves as a formal final warning regarding the expired registration of your vehicle, [Vehicle Make, Model, and Color], with License Plate Number [Plate Number].

Our records and recent inspections indicate that your vehicle registration expired on [Expiration Date]. Despite previous notifications sent on [Date of First Warning] and [Date of Second Warning], we have not received proof of renewal.

As per company policy [Policy Number/Name], all vehicles parked on company premises or used for company business must maintain valid registration and insurance. Operating or parking an unregistered vehicle is a violation of company safety standards and legal requirements.

Required Action:

You are required to provide valid proof of registration to the [Human Resources/Security] Department no later than [Deadline Date].

Consequences of Non-Compliance:

Failure to provide proof of renewal by the deadline mentioned above will result in the following actions:

- Revocation of on-site parking privileges.
- Towing of the vehicle from company property at your own expense.
- Further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Manager Name]

[Title]

[Company Name]

Employee Acknowledgment:

I confirm that I have received this final warning and understand the actions required of me.

Signature: _____ Date: _____