

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: SECOND WARNING LETTER - Unauthorized Vehicle Maintenance

Dear [Employee Name],

This letter serves as a formal second warning regarding your failure to comply with company policy concerning vehicle maintenance. On [Date of First Warning], you were issued a first warning for performing unauthorized maintenance on company vehicle [Vehicle Plate Number/ID].

It has come to our attention that on [Date of New Incident], you again engaged in unauthorized maintenance activities, specifically [Describe action, e.g., oil change, brake repair, etc.], without prior approval from the Fleet Department or management.

Please be reminded that company policy strictly prohibits employees from performing self-repairs or unauthorized maintenance on company-owned vehicles for safety, insurance, and warranty reasons. All maintenance must be performed by authorized service centers as designated by the company.

This behavior is a violation of company regulations. You are required to immediately cease all unauthorized maintenance activities. Please be advised that any further recurrence of this violation will result in more severe disciplinary action, which may include suspension or termination of employment.

A copy of this warning will be placed in your permanent personnel file.

Please sign below to acknowledge receipt of this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Signature

Date