

Date: [Insert Date]

To: [Employee/Resident Name]

ID/Address: [Insert ID or Unit Number]

Subject: Warning Letter Regarding Unauthorized On-Site Vehicle Maintenance

Dear [Name],

This letter serves as a formal warning regarding the performance of vehicle maintenance on these premises. It has been observed that you were conducting repairs or maintenance on a vehicle located at [Specific Location/Parking Lot] on [Date].

According to our policy [Policy Name/Section Number], performing mechanical work, oil changes, or major repairs on-site is strictly prohibited due to safety, environmental, and liability concerns.

Specifically, the following violation was noted:
[Description of activity, e.g., changing oil, engine repair, etc.]

Please ensure that all future vehicle maintenance is conducted at an authorized off-site facility. Failure to comply with this policy may result in further disciplinary action, including fines or the loss of parking privileges.

If you have any questions regarding this notice, please contact [Department/Contact Person] immediately.

Sincerely,

[Your Name]

[Your Title]

[Company/Property Name]

Acknowledgment of Receipt:

I acknowledge that I have received this warning and understand the policy regarding on-site vehicle maintenance.

Signature: _____ Date: _____