

Date: [Date]

To: [Employee/Resident Name]

Position/Unit: [Job Title/Unit Number]

Subject: First Warning Letter for Improper Storage of Personal Property

Dear [Name],

This letter serves as a formal warning regarding the storage of your personal property in unauthorized areas. On [Date], it was observed that your personal belongings were stored in [Specific Location].

According to our policy, personal items must be kept in designated storage areas such as [Authorized Storage Location]. Storing items in hallways, common areas, or unauthorized work zones creates safety hazards and violates our cleanliness standards.

Please ensure that all personal items are removed from the unauthorized area and relocated to the proper storage space by [Deadline Time/Date].

Failure to comply with this request or future violations of the storage policy may result in further disciplinary action, including the removal and disposal of the items at your expense.

If you have questions regarding where you are permitted to store your property, please contact [Department/Contact Person].

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

Acknowledgment of Receipt:

I acknowledge that I have received this warning and understand the requirements for storing personal property.

Signature of Recipient

Date: _____