

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: FIRST WARNING: Expired Vehicle Registration

Dear [Employee Name],

This letter serves as a formal warning regarding the expired registration of your vehicle, [Vehicle Make/Model], with license plate number [Plate Number].

According to our records and a recent inspection of the company parking facility, your vehicle registration expired on [Date of Expiration]. Per company policy [Policy Number/Name], all vehicles parked on company premises must maintain valid legal registration and documentation.

Operating or parking an unregistered vehicle on company property is a violation of safety and compliance standards. You are required to update your registration and provide proof of renewal to the [HR/Security Department] no later than [Deadline Date].

Please be advised that failure to rectify this matter by the aforementioned date may lead to further disciplinary action, including the loss of parking privileges or towing of the vehicle at your expense.

If you have already renewed your registration, please present the valid documents immediately to clear this record.

Sincerely,

[Your Name]

[Your Title]

[Company Name]