

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Warning Letter Regarding Improper Vehicle Washing and Maintenance

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to adhere to company policies concerning the cleaning and maintenance of the company vehicle assigned to you, [Insert Vehicle Plate Number/Model].

It has been observed that the vehicle is not being washed regularly and the interior is not being kept in a professional condition. Specifically, the following issues were noted on [Insert Date of Inspection]:

- [Describe issue, e.g., Excessive dirt/mud on exterior]
- [Describe issue, e.g., Trash or debris inside the cabin]
- [Describe issue, e.g., Failure to report routine maintenance needs]

As per the Company Vehicle Policy, employees are responsible for ensuring that vehicles are kept clean and undergo regular maintenance checks to represent the company professionally and ensure the longevity of the asset.

You are required to rectify these issues immediately. Failure to improve the condition of the vehicle or further neglect of maintenance responsibilities may result in further disciplinary action, up to and including the revocation of vehicle privileges or termination of employment.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____