

Unethical Conduct Warning

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Warning Regarding Unethical Conduct

Dear [Employee Name],

We are writing to formally address a serious concern regarding your conduct in the workplace. It has come to our attention that on [specific date(s)], you engaged in behavior that is inconsistent with our company's ethical standards, specifically [describe unethical conduct].

This warning serves as a reminder that all employees are expected to adhere to [Company Name]'s code of ethics and conduct policies. Failure to comply may result in disciplinary action, including termination.

Please consider this letter a formal warning. We encourage you to reflect on your actions and take steps to align your behavior with our company's values moving forward.

If you wish to discuss this matter further, please feel free to schedule a meeting with me.

Sincerely,

[Your Name]

[Your Position]

[Company Name]