

Disciplinary Action Warning

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Position: [Insert Position]

Department: [Insert Department]

Dear [Employee Name],

This letter serves as a formal warning regarding your conduct in the workplace. It has come to our attention that on [Insert Date], you [describe the specific behavior or incident that prompted the warning]. This behavior is in violation of our company policies, specifically [insert relevant policy or guideline].

We take this matter seriously and expect immediate improvement in your conduct. Continued violations may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this warning by signing below and returning a copy to HR.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee Signature: _____

Date: _____